



THE GRAVENHURST PUBLIC LIBRARY BOARD

Request for Proposal

RFP# GPLB-Year-Month

GRAVENHURST PUBLIC LIBRARY SUBJECT OF RFP

Brief Description of the request

Complete proposal submission must take place no later than _____PM local time, Day Month Year _____. Submissions received after this date and time will not be accepted.

Proposal submissions can be made to the address below:

**Gravenhurst Public Library
180 Sharpe St. W.
Gravenhurst, ON
P1P 1J1
Attention: _____, CEO/ Chief Librarian**

The Library Board reserves the right to accept or decline any proposal.

Copies of the RFP document are available at: <http://bids.gravenhurst.ca>

NOTICE TO PROPONENTS

- Late proposals will not be accepted, but returned unopened to the respective proponents
- Unsigned proposals will be rejected
- Proposals must be typed or in ink
- Erasures or noticeable changes must be initialed by the proponent
- Proponents must not include restrictive or conditional statements to alter the format or intent of the tender
- Tenders must be returned with the required forms provided and in an envelope showing the firm name, tender number and tender name

ADDENDUM INFORMATION

All proponents are to note that any addendum(s) to any proposal/formal tender will be posted on the Corporation of the Town of Gravenhurst web site. It is the proponent's responsibility to check the website often for any addendum. To find the addendum(s) for any proposal, please check the Corporation of the Town of Gravenhurst website:

<http://bids.gravenhurst.ca>

ISSUED BY:

GRAVENHURST PUBLIC LIBRARY
NAME OF CEO/ CHIEF LIBRARIAN
CEO/ CHIEF LIBRARIAN
TELEPHONE 705-687-3382
CEO'S EMAIL ADDRESS

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1. TIMELINES AND CONTACT INFORMATION

Timelines

Date	Proposal Request Advertised
Date	Proposal Submission Closed
Date	Presentations to Selection/Evaluation Committee

Contact Information

Primary Contact:

Name of CEO/ Chief Librarian

CEO/ Chief Librarian

705-687-3382

CEO/ Chief Librarian's email address

2. BACKGROUND AND CONTEXT

The Gravenhurst Public Library (GPL) serves the predominantly rural community of Gravenhurst, known as the "Gateway to Muskoka" which forms the southern boundary of the District of Muskoka. The Town has a population of approximately 12,500 full-time residents with the summer influx of an equal number of seasonal residents doubling the population to about 25,000.

The GPL is located in an 8,000 square foot, two-story building at the heart of historical downtown Gravenhurst and was built as a library in the year 2000. A public parking lot is located next to the building and additional street parking is available directly in the vicinity of the Library. The Library's annual budget is \$670,000, approximately 11% of which represents the budget for materials' purchases. The GPL Board currently employs five full and five part time staff.

In the spring of 2015, the Board approved a three-year strategic plan for the purpose of providing future directions, which include the specific objectives of Cultivating Connections, Enhancing Discovery and Becoming the Community's Great Room. A copy of the plan can be found on the library's website at www.gravenhurstlibrary.ca.

In 2019, there were 76,440 visits by the public or an average of 245 visits per open day at the library. The number of items physically housed in the building was 41,918 with 102,878 in total circulation and the number of programs held was 563 with 9,506 in attendance.

NB: Statistics from 2019 were used because of the restrictions in place due to Covid 19 pandemic during 2020 - 2021.

3. PROJECT SCOPE (To be modified depending on parameters of project)

The GPL Board is seeking the services of an expert for the purpose of:

- Assisting in identifying guiding principles
- Assess/identify the current deficiencies with the GPL
 - Complete a functional audit to identify industry standards, evaluate the GPL in relation to those standards, compare compliance with standards in other similar-sized libraries, survey staff and users about perceived deficiencies
- Establish criteria, consult with Town of Gravenhurst staff
- Provide cost estimates associated with the project

All recommendations of this service will be framed in the context of:

- The Ontario Public Libraries Act
- The Accessibility for Ontarians with Disabilities Act
- Ontario Public Libraries Guidelines for Municipal and County Public Libraries
- The Gravenhurst Public Library Board Strategic Plan
- The Town of Gravenhurst Strategic Plan
- Our specific local setting in Gravenhurst and in the District of Muskoka
- A realistic financial outlook

4. DELIVERABLES (To be modified depending on parameters of project)

- Consultation with the CEO/Chief Librarian throughout the course of the project.
- Consultation with library staff and members of the community of Gravenhurst.
- An interim report to the GPL Board
- A comprehensive final report to be presented at a meeting of the GPL Board.
- A presentation of the report's recommendations to Gravenhurst Town Council as directed by the Board.

5. PROJECT BUDGET

The budget for this project is \$_____ which includes research, writing, travel, convening and applicable taxes. Consultants are encouraged to propose a scoped approach or methodology that they feel is appropriate and effective to meet the project requirements.

6. RFP QUESTIONS

The GPL Board will not accept or respond to oral questions or requests for clarification on any matter pertaining to the document from any respondent except at sessions or meetings specially arranged for the oral exchange of information.

All questions and requests for clarification other than those mentioned above shall be submitted by e-mail to CEO/Chief Librarian on the submission template provided in **Appendix A.**

All vendors are to note that any addendum(s) will be posted on The Corporation of the Town of Gravenhurst bids and tenders website at <http://bids.gravenhurst.ca>. It is the vendor's responsibility to check the website often for any addendums.

All questions and requests for clarification, together with GPL responses shall be posted to The Corporation of the Town of Gravenhurst website. An exception may be made if the respondent makes a proprietary claim for the question or request for clarification and provides justification.

Questions and requests for clarification shall be accepted up to forty-eight (48) hours before the proposal submission closing date and time.

7. TERMS AND CONDITIONS

A. DEFINITIONS

Board – The Gravenhurst Public Library Board, responsible for the contract.

Company - The person, contractor, firm or corporation to whom the Gravenhurst Public Library Board has awarded the contract, its successors and assigns.

Contract - The written agreement resulting from this Request for Proposal executed by the Library and the Company.

Library – The Gravenhurst Public Library.

Municipality – The Corporation of the Town of Gravenhurst.

Proponent - The person, firm or corporation submitting a proposal to the Gravenhurst Public Library Board.

Proposal - An offer by a proponent in response to the document issued by the Gravenhurst Public Library Board.

Subcontractor - A person, firm or corporation having a contract with the company for, or any part of, the work.

Work - All labour, materials, products, articles, fixtures, services, supplies, and actions required, furnished or performed by the company, which are subject to the Contract.

B. SUBMISSION OF PROPOSAL

Proposal invitation shall be in accordance with the current Corporation of the Town of Gravenhurst Procurement/ Purchasing By-law, and the Gravenhurst Public Library Policy GOV-19 (Procurement of Goods and Services). GPL Board will apply for the calling, receiving, and opening of proposals. The GPL Board will be responsible for evaluating proposals, awarding and administering the contract. A current copy of the Gravenhurst Public Library Policy GOV-19 (Procurement of Goods and Services) will be provided upon request.

The proposal must be submitted on the form (s) and in a sealed envelope, unless otherwise provided herein. The envelope must not be covered by any outside wrappings, i.e. courier envelopes or other coverings.

The proposal must be signed and sealed by a designated signing officer of the Proponent. If a joint proposal is submitted, it must be signed on behalf of each of the Proponents. The proposal must be legible, written in ink, or typewritten. Any form of

erasure, strikeout or over-writing must be initialed by the Proponent's authorized signing officer.

The proposal must not be restricted by a covering letter, a statement added, or by alterations to the document unless otherwise provided herein.

Each respondent is asked to **submit five (5) copies of their proposal** – One (1) bound original copy identified as "Master" and four (4) copies marked as "Copy", sealed and clearly marked as to contents.

A proposal received after the closing date and time will not be considered and will be returned, unopened.

Should a dispute arise from the terms and conditions of any part of the contract, regarding meaning, intent or ambiguity, the decision of the GPL Board shall be final.

C. CONTRACT

The contract consists of the documents aforementioned as defined in Section 7: A. Definitions - Contract.

The contract and portions thereof take precedence in the order in which they are named above, notwithstanding the chronological order in which they are issued or executed.

The intent of the contract is that the Company shall supply work, which is fit and suitable for the GPL Board's intended use and complete for a particular purpose.

None of the conditions contained in the Proponent's standard or general conditions of sale shall be of any effect unless explicitly agreed to by the GPL Board and specifically referred to in the purchase order.

D. CLARIFICATION OF THE DOCUMENT

Any clarification of the document required by the Proponent prior to submission of its proposal shall be requested through the GPL Board's contact identified in the document. Any such clarification so given shall not in any way alter the document and in no case shall oral arrangements be considered.

Every notice, advice or other communication pertaining thereto will be in the form of a written addendum.

No officer, agent or employee of the GPL Board is authorized to orally alter any portion of the document.

E. PROOF OF ABILITY

The proponent shall be required to show, in terms of experience, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

The respondent must provide the following information concerning each prospective subcontractor with the proposal submitted:

- i. Complete name and address of the subcontractor
- ii. Type of work being subcontracted
- iii. Percentage of work the subcontractor will be providing
- iv. Written statement signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

Respondents' failure to provide the information may be cause for the GPL Board to reject the proposal.

The substitution of one subcontractor for another may be made only with the prior written approval of the GPL Board.

F. SCHEDULE

The schedule set out herein represents the GPL Board's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date is delayed, the rest of the schedule will be shifted by the same.

The approximate contract schedule is as follows:

RFP ISSUE DATE	
RFP QUESTION DEADLINE	
PROPOSAL SUBMISSION DEADLINE	
PRESENTATIONS	
NOTIFICATION OF AWARD	
PROJECT COMPLETION	

G. PRICING

Prices shall be in Canadian Funds, quoted separately for each item stipulated.

Prices shall be firm for the duration of the contract.

Prices proposed must include all incidental costs and the Proponent shall be deemed to be satisfied as to the full requirements of the proposal. No claims for extra work

will be entertained and any additional work must be authorized in writing prior to commencement. Should the Proponent require more information or clarification on any point, it must be obtained prior to the submission of the proposal.

Payment shall be full compensation for all costs related to the work, including operating and overhead costs to provide work to the satisfaction of the GPL Board.

H. TERMS OF PAYMENT

Accounts Payable makes payments on the 15th and 30th of every month. Please submit invoices five (5) days prior to payment dates.

Unit Pricing and any Optional Unit Pricing with regard to the project development shall remain firm for the duration of the contract.

The GPL Board will make progress payments, if required, based on a mutually agreed upon schedule.

No Payment will be made until the award is approved and the notification by the Library is received. Under no conditions will the GPL Board be liable for the payment of any interest charges associated with the cost of this contract.

Payments made hereunder, including final payment shall not relieve the company from its obligations or liabilities under the contract.

I. ALTERNATES

Any opinion with regard to the use of a proposed alternate determined by the GPL Board shall be final. Any proposal putting forward an alternate will not be considered unless otherwise specified herein.

J. ASSIGNMENT AND SUBCONTRACTING

The company shall not assign or subcontract the contract or any portion thereof without the prior written consent of the GPL Board.

K. PROPOSAL ACCEPTANCE

Proposals shall be irrevocable for 90 days after the official closing time.

The placing in the mail or delivery to the Proponent's shown address given in the proposal of a notice of award to a proponent by the GPL Board shall constitute notice

of acceptance of contract by the GPL Board to the extent described in the notice of award.

L. DEFAULT BY COMPANY

- I. If the Company commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the company makes a general assignment for the benefit of its creditors; then, in any such case, the GPL Board may, without notice: terminate the contract.
- II. If the Company fails to comply with any request, instruction or order of the GPL Board; or fails to pay its accounts; or fails to comply with or persistently disregard statutes, regulations, by-laws or directives of relevant authorities relating to the work; or fails to prosecute the work with skill and diligence; or assigns or sublets the contract or any portion thereof without the GPL Board's prior written consent; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the contract, then, in any such case, the GPL Board may immediately terminate the contract with written notice to the company.
- III. Any termination of the contract by the GPL Board, as aforesaid, shall be without prejudice to any other rights or remedies the GPL Board may have and without incurring any liability whatsoever in respect thereto.

If the GPL Board terminates the contract, it is entitled to:

- i. Take possession of any work in progress and finish the work by whatever means the GPL Board may deem appropriate under the circumstances;
- ii. withhold any further payments to the company until the completion of the work and the expiry of all obligations under the Correction of Defects section;
- iii. recover from the company loss, damage and expense incurred by the GPL Board by reason of the company's default (which may be deducted from any monies due or becoming due to the company, any balance to be paid by the company to the GPL Board).

M. PROTECTION OF PROPERTY

The Successful Proponent will be responsible for any damage that may occur relative to the execution of all operations arising from the Contract. Any damage done to the surrounding property must be made good to the satisfaction of the GPL Board.

N. CONTRACT CANCELLATION

The GPL Board shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the GPL Board and the Company may negotiate a settlement. The GPL Board shall not be liable to the Company for loss of anticipated profit on the cancelled portion or portions of the work.

O. CHARACTER AND EMPLOYMENT OF WORKERS

The Successful Proponent shall employ only competent and skillful staff to ensure that the work is carried out in a respectable manner.

In the event that any person employed by the Successful Proponent in connection with the work arising out of this Tender gives, in the opinion of the GPL Board just cause for complaint, the Successful Proponent upon notification by the Library in writing shall not permit such person to continue to do any future work arising out of the contract.

P. WORKPLACE SAFETY AND INSURANCE BOARD

All of the Company's personnel must be covered by the insurance plan under the Workplace Safety and Insurance Act, 1997, or must provide an identification number from the WSIB verifying their status as an "Independent Operator". Upon request by the GPL Board, an original Letter of Good Standing from the Workplace Safety and Insurance Board shall be provided prior to the commencement of work indicating all payments by the Company to the WSIB have been made. Prior to final payment, a Certificate of Clearance must be issued indicating all payments by the Company to the WSIB in conjunction with the subject Contract have been made and that the GPL Board will not be liable to the WSIB for future payments in connection with the Company's fulfilment of the contract. Further Certificates of Clearance or other types of certificates shall be provided upon request.

For Independent contractors / Owners / Operators who do not have WSIB coverage, the following shall be provided upon request by the Calling Agency.

Single Independent Contractors / Owners / Operators shall provide a letter from the W IB confirming independent operator status and identification number. To obtain this, Contractors must complete the form "Determining worker/Independent Operator Status", issued by the Workplace Safety & Insurance Board. (For more information, please contact your local WSIB Office and refer to this clause.)

Single / Independent Contractors / Owners / Operators must also provide a certificate from the WSIB confirming they have purchased the optional WSIB coverage. The GPL Board has the right to reject any proposal it deems to have provided insufficient coverage.

Q. INSURANCE

The Company shall maintain and pay for Automobile Liability insurance in respect of licensed vehicle and shall have limits of not less than \$5,000,000 inclusive per occurrence covering all licensed vehicles owned or leased by the Company.

R. LIABILITY

The Company agrees to defend, fully indemnify and save harmless the GPL Board and employees from all actions, suits, claims, demands, losses, costs, charges and expenses whatsoever for all damage or injury including death to any person and all damage to any property which may arise directly or indirectly by reason of a requirement of the contract.

The Company agrees to defend, fully indemnify and save harmless the GPL Board from any and all charges, fines, penalties and costs that may be incurred or paid by the GPL Board, if the GPL Board or any of its employees shall be made a party to any charge under the Occupational Health and Safety Act in relation to any violation of the Act arising out of this contract.

S. SAFETY

The Company shall obey all Federal, Provincial and Municipal Laws, Acts, Ordinances, Regulations, Orders-in-Council and By-laws, which could in any way pertain to the work outlined in the Contract or to the Employees of the Company.

Without limiting the generality of the foregoing, the Company shall satisfy all statutory requirements imposed by the Occupational Health and Safety Act and Regulations made thereunder, on a contractor, a Constructor and/or Employer with respect to or arising out of the performance of the Company's obligations under this Contract.

The Company shall be aware of and conform to all governing regulations including those established by the GPL Board relating to employee health and safety. The Company shall keep employees and subcontractors informed of such regulations.

T. ACCESSIBILITY FOR ONTARIANS WITH DISABILITY ACT, 2005

The Company shall be aware of the regulations issued by the Ministry of Economic Development, Employment & Infrastructure for the Province of Ontario under the *Accessibility for Ontarians with Disabilities Act*. The Company acknowledges that they will comply with the Act as it relates to the completion of this project.

U. UNPAID ACCOUNTS

The Company shall indemnify the GPL Board from all claims arising out of unpaid accounts relating to the work. The GPL Board shall have the right at any time to require satisfactory evidence that the work is being completed.

In respect of which any payment has been made or is to be made by the GPL Board is free and clear of liens, attachments, claims, demands, charges or other encumbrances.

V. SUSPENSION OF WORK

The GPL Board may, without invalidating the contract, suspend performance by the Company from time to time of any part or all of the work for such reasonable period of time as the GPL Board may determine.

The resumption and completion of work after the suspension shall be governed by the schedule established by the GPL Board.

W. CHANGES IN THE WORK

The GPL Board may, without invalidating the contract, direct the Company to make changes to the work. When a change causes an increase or decrease in the work, the contract price shall be increased or decreased by the application of unit prices to the quantum of such increase or decrease, or in the absence of applicable unit prices, by an amount to be agreed upon between the GPL Board and the Company. All such changes shall be in writing and approved by the GPL Board.

X. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

All correspondence, documentation, and information provided to staff of the GPL Board by every offer, including the submission of proposals, shall become the property of the GPL Board, and as such, is subject to the Municipal Freedom of Information and Protection of Privacy Act, and may be subject to release pursuant to the Act.

Proponents are reminded to identify in their tender material any specific scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential.

8. PROPOSAL SUBMISSION

A. PROPOSAL FORMAT

The GPL Board discourages overly lengthy and costly proposals. However, for the GPL Board to evaluate the proposals fairly and completely, respondents should provide **all** of the information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the respondent being disqualified or scoring poorly in the evaluation.

B. RESPONSE TABLE OF CONTENTS

For the Proposal, the respondent should provide a Table of Contents adhering to the following format:

- Section 1 Form of Proposal including completed pricing
- Section 2 Introduction
- Section 3 Company Background, Experience and Qualifications
- Section 4 Project Methodology
- Section 5 Value Added Elements, if any
- Section 6 Completed List of References, List of Proposed Subcontractors, if any

C. SUBMISSION REQUIREMENTS

i. Understanding of Project/Requirements

Respondent should provide the following information:

- a. A thorough narrative that illustrates an understanding of the components of the project;
- b. A project/work plan that clearly explains the steps the respondent will undertake in providing the required services;
- c. Detailed discussion of additional value, added functionality and/or proposed interesting alternatives that will provide benefits to the GPL now and in the future.

ii. Project Methodology

Respondent should provide the following information:

- a. A thorough narrative account that indicates that any development for the project will be completed for the pricing quoted;
- b. A project work plan and schedule;
- c. A timeline that identifies realistic milestones and deliverables;
- d. Description of how the project will be managed; and
- e. A project plan that includes and clearly identifies the roles of both the Gravenhurst Public Library and the respondent.

iii. Company Background, Experience and Staffing Qualifications

Respondent should provide the following information:

- a. Contact information and location including contact name, title, e-mail address, telephone number, and mailing address of the primary contact person for any inquiries relating to this RFP;
- b. List addresses and contact information, including those of Subcontractor, involved in this Proposal;
- c. Provide a brief statement of the corporate purpose and company philosophy;
- d. Provide a brief overview of the company history and background;
- e. Provide details of company size, organizational structure, management processes. Include a company organizational chart;
- f. Provide an organizational chart specific to the key personnel assigned to accomplish the work as disclosed in this RFP. Provide a work plan detailing the organization's project manager and the key project team including their experience and qualifications. Illustrate the lines of authority; designate the individuals responsible and accountable for the completion of each component and deliverable of the RFP, and indicate the percentage of time each member of the project will allocate to each project component / deliverable. Include the same level of detail for each named subcontractor;
- g. The design team having relevant experience demonstrated through background, qualifications and examples/portfolio;
- h. Members of the development team having relevant experience;
- i. The Project Manager has relevant experience;
- j. Project team members having relevant experience; and
- k. The respondent having completed other projects of similar size and complexity.

D. CLIENT REFERENCES

- i. Submissions are to include a listing of at least three references the GPL Board may contact. The GPL Board reserves the right to contact the references provided, or any others deemed appropriate by the GPL Board. References should be from clients for whom the respondent has provided products and services of a similar size and scope to the requirements disclosed in this RFP, performed in the last five years; and
- ii. In each case include the Company Name, Title of the Project, a brief description of project size, scope, value and warranty / non-warranty services provided, Contact Person(s), Contact Title, Phone Number and Email Address.

9. EVALUATION OF THE PROPOSALS

A. EVALUATION CRITERIA AND SELECTION PROCESS

- i. The successful proponent and staff should have the necessary skills, knowledge and experience to meet the requirements of this RFP;
- ii. As part of the selection process, the GPL Board may contact one or more Respondents to clarify or obtain more information about their Proposal or to request the respondent to exhibit or otherwise demonstrate the information contained therein; and
- iii. The GPL Board may also conduct discussions with respondents for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the Selection/Evaluation Committee. The Project Coordinator will only hold discussions with respondents who have submitted a proposal deemed to be reasonably acceptable for Award.

B. MAXIMUM EVALUATION POINTS SUMMARY

- i. Understanding of Project/Requirements (10 points)
 - a. The extent to which the proposal demonstrates a thorough understanding of the components of the project;
 - b. The extent to which the project plan clearly explains the steps the respondent will undertake in providing the required services; and
 - c. Additional value added alternatives that will provide benefits to the GPL Board and in the future.

- ii. Project Methodology (30 points)
 - a. The extent to which the project work plan and schedule is comprehensive, achievable and logical;
 - b. A timeline that identifies realistic milestones and deliverables;
 - c. The extent to which the project will be managed; and
 - d. A project plan that includes and clearly identifies the roles of both the GPL Board and the respondent.
- iii. Company Background and Staffing Qualifications (30 points)
 - a. Relevant qualifications/experience of Company, Project Manager and Project Team including any subcontractors.
 - b. Costs and fees (30 points)
 - c. References (Pass/Fail)
 - d. Maximum Points Available (100 points)

C. AWARD

- i. The selection/evaluation committee will recommend the award to the Proponent achieving the highest combined score based on the rated criteria (including presentation).
- ii. The GPL Board reserves the right to:
 - a. Issue an Award for this work in whole or in part; or
 - b. Refrain from making an Award if it determines that to be in its best interest.
- iii. The GPL Board may make an Award based on the proposals received without discussion. Therefore, each initial offer should contain the Proponent's best terms/information, including all required documentation as listed in this RFP.
- iv. The Successful Proponent will be notified of the Award in writing to the address given on the "Form of Proposal", and may be contacted verbally by the Project Coordinator.
- v. No liability shall accrue to the GPL Board for its decision in this regard.

APPENDIX A - PROPOSAL FORM TEMPLATE

PROPOSAL FORM

CLOSING TIME & DATE: _____ **P.M. TIME (LOCAL TIME)** _____ **Date**

Proposals are invited for the following goods/services and/or projects specified herein and associated documents, plans and specifications. Complete in full, all blanks where provided and return one copy and/or set in the envelope provided. Proposals must be received at the Gravenhurst Public Library, 180 Sharpe St. W., Gravenhurst, Ontario P1P 1J1 by the closing date and time. Late proposals will not be accepted. Any or all Tenders may be accepted in whole or in part and the lowest or any Tender not necessarily accepted.

The GPL Board reserves the right to provide a consistent template specific to the needs of the RFP that may outline descriptions, unit prices, extended prices etc.

Proposal prices shall be quoted and payable in Canadian Funds, F.O.B. destination, unless otherwise indicated. Ontario Retail Sales tax and the Federal Goods and Services Tax, if applicable, shall be quoted as a separate item.

It is understood, by signing and submitting this Tender, the undersigned is/are fully aware of the requirements outlined herein. Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this Tender.

The undersigned bidder agrees to supply and deliver all goods and/or services for price(s) bid, to The Gravenhurst Public Library Board conforming to all terms and conditions set forth herein. A successful bidder must conform to all terms & conditions set forth on the official contract subsequently issued upon award, unless otherwise indicated by the Gravenhurst Public Library Board. The undersigned bidder also acknowledges receipt of Addenda numbered ____ to ____ issued during the bidding period.

Firm Name: _____

Print Name: _____

Firm Address: _____

Signature: _____

Corporate Seal:

PROPOSERS REFERENCES

Proposers are to complete the Reference Form and attach to their proposal submission. Any proposal received that does not include the Reference Form may be considered as "informal" and may be rejected by the GPL Board.

Please state the name of the company, address, phone number and contact person where similar work, service or delivery of products or materials have been performed within the past five (5) years. The GPL Board reserves the right to contact any or all of a Company's references.

Reference #1	Proposer's Reference Details
Year	
Company	
Address	
Contact Person	
Contact Phone Number	
Description of Contract/Project	
Value of Contract/Project	
Reference #2	Proposer's Reference Details
Year	
Company	
Address	
Contact Person	
Contact Phone Number	
Description of Contract/Project	
Value of Contract/Project	
Reference #3	Proposer's Reference Details
Year	
Company	
Address	
Contact Person	
Contact Phone Number	
Description of Contract/Project	
Value of Contract/Project	

SUB-CONTRACTORS

Below is a list of all primary subcontractors and suppliers who will be retained for the performance of the Contract.

Name and Address	Work to be subcontracted	Value of work subcontracted

APPENDIX B – QUESTION SUBMISSION TEMPLATE

QUESTIONS FOR CLARIFICATION

To: Gravenhurst Public Library
180 Sharpe St. W.
Gravenhurst, Ontario P1P 1P1
CEO / Chief Librarian
Attention: _____

Date: _____

Time: _____

EMAIL: CEO/Chief Librarian

Company Name: _____

Contact Name: _____

Telephone: _____ Email: _____

Fax: _____

Reference to Section _____ on Page Number _____ of this RFP.

Question:

Total Number of Pages (including cover) _____.