



# **REQUEST FOR QUOTATION 2025-02**

## **For Professional Land Surveying Services**

**Request for Quotation No. 2025-02**

**Request for Quotation Name: Professional Land Surveying Services**

**Issued: June 04, 2025**

**Submission Deadline: June 18th, 2025, at 1:05 p.m.**

<b>Issued by:</b>	<b>The Corporation of the Municipality of Calvin</b>
<b>Contract Administrator:</b>	<b>Ann Carr</b>
	<b>Public Works Superintendent</b>
	<a href="mailto:publicworks@calvintownship.ca">publicworks@calvintownship.ca</a>
	<b>705-774-2700</b>
	<b>1355 Peddlers Drive</b>
	<b>Mattawa, ON</b>
	<b>P0H1V0</b>

## **PART 1- INVITATION AND SUBMISSION INSTRUCTIONS**

### **1.1 Invitation to Respondents**

This Request for Quotation (the “RFQ”) is an invitation by the Corporation of the Municipality of Calvin (the “Municipality”) to prospective respondents to submit quotations for Professional Land Surveying Services, which will include pricing, qualifications and other requested information. As further described in the RFQ particulars.

By submitting a quotation, a respondent acknowledges and agrees that their submission is an offer to supply deliverables under the terms and conditions outlined in this RFQ and will be a binding contract with a formal agreement executed by both parties.

The Municipality’s intention is to award a contract to the successful bidder following the completion of the RFQ process. However, the Municipality reserves the right to cancel this process at any time, or to elect not to award a contract, without liability.

### **1.2 RFQ Contact**

For the purposes of this procurement process, the contract administrator will be:

Ann Carr, Public Works Superintendent, Municipality of Calvin

[publicworks@calvintownship.ca](mailto:publicworks@calvintownship.ca)

Respondents and their representatives are not permitted to contact any other employee, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the contract administrator. Concerning matters regarding the RFQ, it shall be made by email. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s quotation.

### **1.3 Type of Contract Deliverables**

The selected respondent will be requested to enter into an agreement for the provision of the deliverables. It is the Municipality’s intention to enter into a contract with only one (1) legal entity.

### **1.4 RFQ Timeline**

<b>Issue Date of RFQ:</b>	<b>June 04<sup>th</sup>, 2025</b>
<b>Deadline for Questions:</b>	<b>June 16<sup>th</sup>, 2025</b>
<b>Deadline for Responses or Amendments:</b>	<b>June 17<sup>th</sup>, 2025</b>
<b>Submission Deadline:</b>	<b>June 18<sup>th</sup>, 2025, at 1:05 p.m.</b>
<b>Anticipated Execution of Agreement:</b>	<b>June 30<sup>th</sup>, 2025</b>

The RFQ timetable is tentative only and may be changed by the Municipality at any time. Any changes to the timeline will be communicated via addenda.

### **1.5 Submission of Quotations**

All quotations must be submitted by the following methods:

Submitted in person or by mail or Purolator in a sealed envelope labeled with RFQ 2025-02 Professional Land Surveying Services.

Late quotations will not be accepted or considered under any circumstances.

### **1.6 Amendments to Quotations or the RFQ**

Updated quotations may only be submitted prior to the submission deadline as specified in section 1.4. Updated quotations after this deadline will not be accepted.

Amendments will be posted to the Municipality's website, and the respondent shall be responsible for ensuring no amendments have been made before issuing the quotation.

The Municipality's website: <https://calvintownship.ca/en/>

### **1.7 Withdrawal of Quotations**

At any time throughout the RFQ process, until the submission deadline, a respondent may withdraw a submitted quotation. To withdraw a quotation, a notice of withdrawal must be sent to the RFQ contract administrator and must be signed by an authorized representative of the respondent.

While there are no penalties for withdrawing after the submission deadline, failing to honour a quotation may be seen as not acting in good faith. Respondents who fail to do so may be excluded from future procurement opportunities.

### **1.8 Opening of Quotations**

An informal public opening of quotations will take place at 1:00 p.m. on the submission deadline. Respondent's names will be read aloud; quotation amounts will be read aloud. The public opening is informational, and quotations will be evaluated for errors and omissions and shall be brought to the Council of the Municipality of Calvin for final approval or denial of the quotations.

(End of Part 1)

## **PART 2 – EVALUATION AND AWARD**

### **2.1 Submission Review**

The Municipality will review all submissions to ensure they include all documents and forms specified under Section 4.4. Submissions that do not meet the mandatory submission requirements may be disqualified.

### **2.2 Evaluation of Mandatory Technical Requirements**

Submissions that include all mandatory submission requirements will then be evaluated to confirm compliance with the mandatory technical requirements set out in Section 4.3. Submissions that do not meet these requirements will be disqualified and not evaluated further.

### **2.3 Pricing Evaluation**

Pricing will be evaluated with Appendix E. The total evaluated price will be based on the fixed price submitted for the location and deliverable.

### **2.4 Award Selection**

The respondent offering the most advantageous quotation will be selected for award, subject to the negotiation of final contract terms. The Municipality and the selected respondent may negotiate minor contract details before finalizing an agreement.

### **2.5 Notification and Acceptance**

The selected respondent will be notified by email and must confirm acceptance within 10 business days of receiving the notification. If the respondent fails to do so, the Municipality may proceed with another respondent or cancel the RFQ.

### **2.6 Right to Reject Quotations**

The Municipality reserves the right to reject any or all quotations at its sole discretion. The Municipality's decision will be final unless challenged in accordance with applicable laws.

(End of Part 2)

## **PART 3-TERMS AND CONDITIONS OF THE RFQ PROCESS**

### **GENERAL INFORMATION AND INSTRUCTIONS**

#### **3.1 Respondents to Follow Instructions**

Respondents should structure their quotations in accordance with the instructions in this RFQ. Where information is requested in the RFQ, any response made in quotation should reference the applicable section numbers of this RFQ.

#### **3.2 Quotations in English**

All quotations are to be received in English only.

#### **3.3 No Incorporation by Reference**

The entire content of the respondent's quotation should be submitted in a fixed form, and the content of websites or other external documents referred to in the respondent's quotation but not attached will not be considered to form part of its quotation. It is the responsibility of the respondent to ensure that all relevant content is included in the submission.

#### **3.4 Information in the RFQ**

The Municipality and its advisors make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a quotation in response to this RFQ.

#### **3.5 Respondent's to Bear their Own Costs**

Respondents are solely responsible for all costs incurred in the preparation, submission, and presentation of their quotation, including subsequent negotiations, interviews, or demonstrations with the Municipality. If the Municipality elects to reject all quotations, it shall bear no liability for any costs, damages, or anticipated profits lost by any respondent, nor for any other expenses related to this RFQ process.

#### **3.6 Quotation to be Retained by the Municipality**

The Municipality will not return the quotation, or any accompanying documentation submitted by a respondent.

#### **3.7 No Guarantee of Volume of Work or Exclusivity of Contract**

Unless otherwise stated in the RFQ, the Municipality makes no guarantee of the value or volume of work to be assigned to the successful respondent. The awarded contract is not exclusive, and the Municipality may procure similar goods and services from other sources or obtain them internally.

## **COMMUNICATIONS AFTER ISSUANCE OF RFQ**

### **3.8 Respondents to Review RFQ**

Respondents should promptly examine all of the documents comprising this RFQ and may direct questions or seek additional information in writing, by email, to the RFQ Contact on or before the deadline for questions.

No verbal statement or communication shall alter or modify any provision of this RFQ. Any modifications or clarifications shall be issued in writing and posted to the Municipality's website as an addendum to the RFQ. It is the responsibility of the respondent to check the Municipal website for addendum to the RFQ.

No such communications are to be directed to anyone other than the RFQ contact. Communications shall occur via email at [publicworks@calvintownship.ca](mailto:publicworks@calvintownship.ca). The municipality is under no obligation to provide additional information, and the Municipality is not responsible for any information provided or obtained from any other source other than the RFQ contact.

It is the responsibility of the respondent to seek clarification from the RFQ contact on any matter it considers to be unclear. The Municipality is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

### **3.9 All New Information to Respondents by Way of Addenda**

This RFQ may be amended only by addendum in accordance with this section. If the Municipality, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to the Municipality's Website. [Bids, Tenders and Procurement | Council and Council Business | Municipality of Calvin](#) Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by the Municipality.

### **3.10 Post-Deadline Addenda and Extension of Submission Deadline**

If the Municipality determines that it is necessary to issue an addendum after the deadline for issuing addenda, the Municipality may extend the submission deadline for a reasonable period of time.

### **3.11 Verify, Clarify, and Supplement**

When evaluating questions, the Municipality may request further information from the respondent or third parties to verify, clarify, or supplement the information provided in the respondents quotation, including but not limited to clarification with respect to whether a quotation meets the mandatory technical requirements set out in Section D of the RFQ particulars. (Part 4). The Municipality may revisit, re-evaluate and rescore the respondents response or ranking on the basis of any such information.

## **NOTIFICATION**

### **3.12 Notification to Other Respondents**

Once the RFQ(s) have been opened, reviewed for errors or omissions, the contact will provide the Council of the Municipality a report for the final decision. The respondents will not be contacted for an official result until such time. The unsuccessful respondents will be notified directly by email notifying them of the decision.

## **CONFLICT OF INTEREST AND PROHIBITED CONDUCT**

### **3.13 Conflict of Interest**

A conflict of interest occurs when a respondent has an unfair advantage or engages in conduct that may compromise the integrity of the RFQ process. This includes accessing confidential Municipal information not available to other respondents, attempting to influence the process through lobbying, or having financial or personal relationships that impair impartial judgment. This includes the Council of the Municipality of Calvin, its employees.

### **3.14 Disclosure Requirements**

Respondents must disclose any actual or perceived conflict of interest, such as personal or financial ties to a Municipal employee or official or any situation that may create the appearance of a conflict. If a conflict is identified after submission, the respondent must immediately notify the Municipality. Failure to disclose may result in disqualification.

### **3.15 Disqualification for Conflict of Interest**

The Municipality may disqualify a respondent for any conduct, situation or circumstances, determined by the Municipality, in its sole and absolute discretion, to constitute a conflict of interest as defined above.

### **3.16 Disqualification for Prohibited Conduct**

The Municipality may disqualify a respondent, rescind notice of selection or terminate a contract subsequently entered into, if the Municipality determines that the respondent has engaged in any conduct prohibited by this RFQ.

### **3.17 Respondent Not to Communicate with Media**

Respondents must not, at any time, directly or indirectly, communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without first obtaining the written permission of the RFQ contact or the Chief Administrative Officer for the Municipality.

### **3.18 Illegal or Unethical Conduct**

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or conclusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected officials or other representatives of the Municipality;

deceitfulness; submitting quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided in this RFQ.

### **3.19 Past Performance or Past Conduct**

The Municipality may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- a) Illegal or unethical conduct as described above,
- b) The refusal of the supplier to honour its submitted pricing or other commitments; or,
- c) Any conduct, situation or circumstance determined by the Municipality, in its sole and absolute discretion, to have constituted an undisclosed conflict of interest.

## **CONFIDENTIAL INFORMATION**

### **3.20 Confidential Information of the Municipality**

All information provided by or obtained from the Municipality in any form in connection with this RFQ either before or after the issuance of this RFQ;

- a) Is the sole property of the Municipality and must be treated as confidential,
- b) Is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the deliverables,
- c) Must not be disclosed without prior written authorization for the Municipality.

### **3.21 Confidential Information of the Respondent**

A respondent should identify any information in its quotation, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Municipality. The confidentiality is to be maintained by the Municipality. The confidentiality of such information will be maintained by the Municipality, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed, on a confidential basis, to advisors retained by the Municipality to assist with the RFQ process, including the evaluation of quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ contact.

## **PROCUREMENT PROCESS NON-BINDING**

### **3.22 No Contract and No Claims**

This procurement process is intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- a) This RFQ will not give rise any contract a- based tendering law duties or any other legal obligations arising out of any process contract or collateral contract;



- b) Neither the respondent nor the Municipality will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a quotation submitted in response to this RFQ.

### **3.23 No Contract Until Execution of Written Agreement**

This RFQ process is intended to solicit non-binding quotations for consideration by the Municipality and may result in an invitation by the Municipality to a respondent to enter into the agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the Municipality by this RFQ process until the execution of a written agreement for the acquisition of such goods and or services.

### **3.24 Reserved Rights**

In addition to any other rights outlined in this RFQ, the Municipality reserves the right, in its sole discretion, to:

- a) Select a respondent to enter into negotiations for a contract in whole or in part;
- b) Accept or reject any or all quotations,
- c) Waive minor informalities, irregularities, or technical defects in quotations,
- d) Cancel this RFQ at anytime without liability,
- e) Make any selection subject to available budget, Council approval and Municipal priorities.

The exercise of any reserved rights shall not give rise to any legal obligation or liability on the part of the Municipality unless and until a written agreement is executed.

### **3.25 Non-Binding Price Estimates**

While the pricing information provided in quotations will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the quotations and the ranking of the respondents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing could adversely impact any such evaluation or ranking of the decision of the Municipality to enter into an agreement for the deliverables.

## **SUBCONTRACTING AND THIRD-PARTY SUPPLIERS**

### **3.26 Disclosure of Subcontractors and Supplier**

The respondent must disclose the names of all subcontractors on the "Sub-contractor Disclosure Form" contained in the appendix of this RFQ. All contractors involved in the contract fulfillment before contract commencement, including a description of the goods and services they will provide.

### **3.27 Respondent's Responsibility for Subcontractors**

The respondent remains fully responsible for ensuring that all goods and services, whether supplied or indirectly supplied through subcontractors, meet contract specifications, regulatory standards, and all applicable Municipal, Provincial and Federal laws.

Non-compliance by a subcontractor will be treated as non-compliance by the respondent. Lack of oversight or knowledge of a subcontractors actions will not be accepted as a defense for failing to meet contractual obligations.

### **3.28 Changes to Subcontractors**

Any changes to subcontractors or suppliers after contract commencement must be reported to the Municipality before engagement. The Municipality reserves the right to reject any subcontractor or supplier deemed unsuitable, unqualified, or noncompliant.

### **3.29 Municipality's Right to Request Additional Information**

Upon request, the Municipality may require additional details, including qualifications, experience, and compliance history, before approving subcontractors or suppliers.

## **GOVERNING LAW AND INTERPRETATION**

### **3.30 Interpretation of Terms and Conditions**

The terms and conditions of this RFQ are intended to be interpreted independently, ensuring clarity and compliance with relevant laws. They do not restrict the pre-existing rights of parties to engage in pre-contractual discussions under common law governing commercial negotiations.

### **3.31 Governing Law**

The agreement resulting from this RFQ will be governed by and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

### **3.32 Compliance with Laws and Regulations**

The successful respondent must ensure that all operations, services and products provided under this contract comply with all applicable laws and regulations, including but not limited to:

- a) Workplace Safety and Insurance Act, 1997
- b) Occupational Health and Safety Act
- c) Accessibility for Ontarians Disabilities Act, 2025

### **3.33 Permits and Authorizations**

The respondent is responsible for obtaining any necessary authorizations, permits, or licences required for the work and certifies ongoing compliance with all applicable municipal, provincial and federal laws, including relevant bylaws and or policies.

### **3.34 Municipality's Right to Verify Compliance**

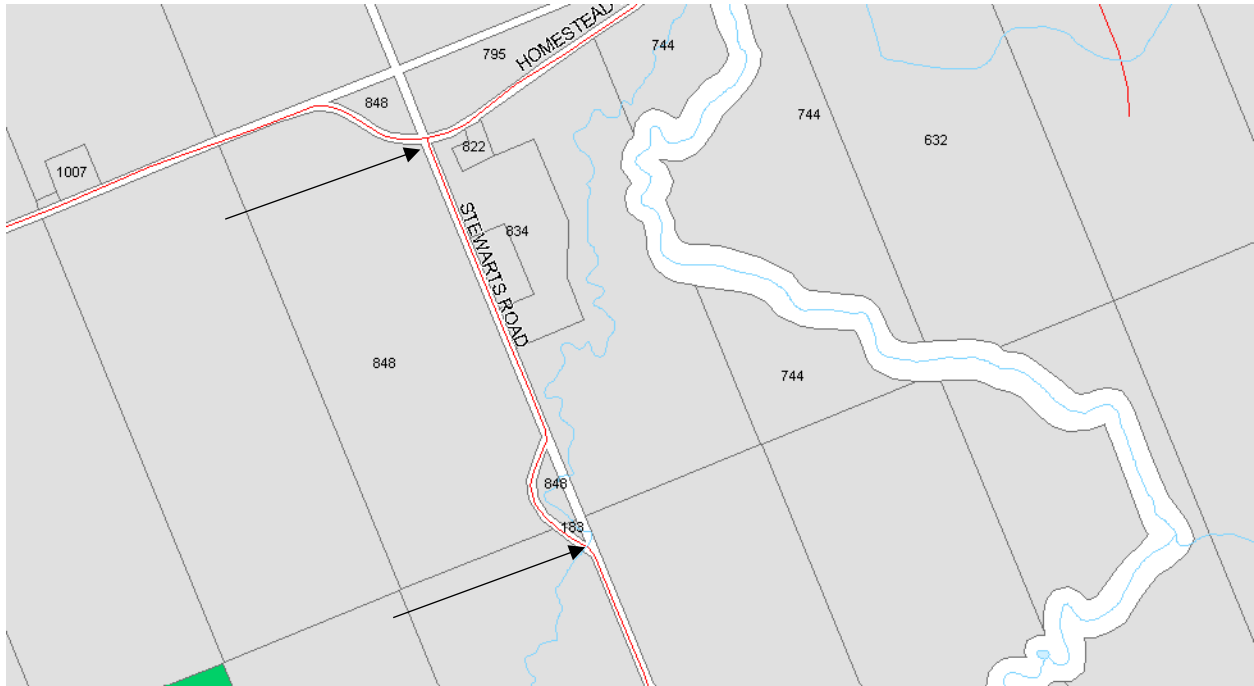
To verify compliance, the Municipality reserves the right to review the respondent's records, including personnel training documentation, where reasonably necessary.

(End of Part 3)

## PART 4- RFQ PARTICULARS

### 4.1 DELIVERABLES

The Municipality of Calvin is seeking quotations for the provisions of legal survey service for the travelled portion of Stewarts Road and the road allowance in which Stewarts Road deviates from.



#### 4.1.1 Stewarts Road

**Purpose:** The purpose of this survey is to survey the travelled portion of Stewarts Road up to the bridge including the untraveled portion of the road allowance that is not travelled up to the bridge. The survey will include the turnaround at the end of Stewarts Road for the purpose of transferring said land to the Municipality.

The travelled portion of Stewarts Road is approximately 900 meters. The unopened road allowance is approximately 246 meters in length. The road will be a standard width of 20 meters.

**Special Instructions:** Survey and prepare an R-Plan for Municipal review. Provide the Municipality with 5 hard copies of the R-Plan as well as one digital file.

### 4.2 MATERIAL DISCLOSURES

The project must be completed, and all deliverables submitted to the Municipality no later than September 3rd, 2025.

### **4.3 MANDATORY TECHNICAL REQUIREMENTS**

#### **4.3.1 Qualifications**

Respondents must provide proof of relevant qualifications, licences, or professional qualifications necessary for completing the work required under contract. The firm must be licensed to practice cadastral surveying in Ontario by the Association of Ontario Land Surveyors (AOLS), and the lead surveyor assigned to the work must be an Ontario Land Surveyor (O.L.S.) in good standing with the AOLS.

### **4.4 MANDATORY SUBMISSION REQUIREMENTS**

All quotations shall include the following documentation. Failure to provide any of the required items may result in disqualification. A submission checklist is provided as an appendix for guidance.

#### **4.4.1 Submission Form**

A completed and signed submission form, including respondent contact details.

#### **4.4.2 Acknowledgement of Addenda Form**

A completed and signed acknowledgement of addenda form, signed by an authorized representative of the respondent. Even if no addenda have been issued, this form must be submitted as acknowledgment.

#### **4.4.3 Statement of Understanding and Declaration Form**

A completed and signed statement of understanding and declaration form, signed by an authorized representative of the respondent.

#### **4.4.4 Pricing**

The quotation must include pricing information that complies with the instructions contained in the RFQ.

#### **4.4.5 Conflict of Interest Form**

#### **4.4.6 Subcontractor Form**

#### **4.4.7 Other Mandatory Submission Requirements**

Respondents must submit a brief description of the firm's qualifications confirming compliance with the mandatory technical requirements, including confirmation of professional standing (license number and name of the assigned O.L.S.)

### **4.5 AWARD PRE-CONDITIONS**

The following are pre-conditions that must be met by the selected respondent before the agreement can be awarded:

#### **4.6 Proof of Insurance**

The selected respondent is required to provide a Certificate of Insurance (COI) confirming the following coverage:

- Comprehensive general liability and property damage with a limit of not less than \$ 2,000,000.00 (two million dollars), naming The Corporation of the Municipality of Calvin as an additional insurer.
- Motor vehicle public liability and property insurance on all owned and rented equipment with a limit of not less than \$2,000,000.00 (two million dollars)

All required insurance coverage must be kept through the term of the contract and endorsed to provide the Municipality with at least thirty (30) days' advance notice of cancellation or material change.

#### **4.7 WSIB Coverage**

A valid WSIB clearance certificate must be provided to confirm compliance with Workplace Safety and Insurance Board (WSIB) requirements. This certificate must be provided prior to the award of the contract and maintained throughout the contract term.

#### **4.8 Subcontractor Approval**

A list of the subcontractors must be provided, and approval must be obtained from the Municipality before the contract is finalized. The Municipality reserves the right to reject any subcontractors deemed unsuitable.

Respondents should review the appendices carefully to ensure a complete understanding of the project requirements. These documents are provided for information purposes only and the respondents are responsible for verifying any site conditions or assumptions necessary to prepare their quotation.

All other appendices included with this RFQ are provided as required for submission or administrative purposes.

(End of Part 4)

## APPENDIX A-REGISTRATION PAGE

### PRE-SUBMISSION ONLY-DO NOT INCLUDE WITH QUOTATION



To ensure notification and receipt of any addendum issued for the project, proponents/bidders must complete and submit the registration form. Only those who have submitted the form will be added to the registry and will receive any addendums directly, if issued.

Proponents/bidders who **do not** complete and submit the registration form are solely responsible for monitoring and obtaining any addendums themselves. The Municipality of Calvin is not responsible for informing unregistered proponents/bidders.

All issued addendums will form part of the official proposal document and must be submitted with the originally distributed proposal package.

Please return the completed form by email to [publicworks@calvintwounship.ca](mailto:publicworks@calvintwounship.ca)

<b>Project Name</b>	
<b>Closing Date</b>	
<b>Company Name</b>	
<b>Principle Contact</b>	
<b>Address</b>	
<b>Address Line 2</b>	
<b>City and Province</b>	
<b>Postal Code</b>	
<b>Telephone</b>	(   )
<b>Facsimile</b>	(   )
<b>Email Address</b>	
<b>Date:</b>	

Office Use Only	
Date Received:	By:

## APPENDIX B-SUBMISSION FORM



**PROCUREMENT TITLE:**

**PROCUREMENT NUMBER:**

**CLOSING DATE AND TIME:**

**Respondent Information:**

Please fill out the following form, naming one (1) person to be the respondent's contact for the RFQ process and for any clarifications that may be necessary.

<b>Legal Name of Respondent</b>	
<b>Operating Name (if different)</b>	
<b>Mailing Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>HST Number (if applicable)</b>	
<b>Authorized Contact Name and Title</b>	

**Signature:**

By signing below, I confirm that I am the authorized signing officer of the Respondent, and that this quotation is submitted in response to the RFQ on a non-binding basis.

<b>Legal Name of Respondent</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town and Province)</b>	

## APPENDIX C-STATEMENT OF UNDERSTANDING AND DECLARATION



I am the \_\_\_\_\_ (insert title) of the respondent and hereby make the following declarations on behalf of the organization.

### **1. Acknowledgment of Non-Binding Procurement Process**

The respondent acknowledges that this RFQ process is not a formal, legally binding bidding process and does not give rise to a Contract A bidding contract.

No legal relationship of obligation regarding the procurement of any goods or services will be created between the Municipality or the respondent unless and until a written agreement is executed.

### **2. Non-Binding Price**

The respondent has submitted its pricing in accordance with the RFQ, including appendix E (Pricing).

The respondent confirms that all pricing information is accurate and complete and acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, may impact acceptance of the quotation or future eligibility.

### **3. Ability to Provide Deliverables**

The respondent has carefully reviewed the RFQ documents and has a clear and comprehensive understanding of the deliverables.

The respondent confirms that it has the necessary experience, capability and resources to provide the deliverables in accordance with the RFQ requirements.

### **4. No Prohibited Conduct**

The respondent declares that it has not engaged in any conduct prohibited by this RFQ, including collusion, bid-rigging, price-fixing, bribery or other unethical or illegal activities.

### **5. Conflict of Interest**

The respondent has reviewed the Conflict-of-Interest requirements in the RFQ and confirms that:

\_\_\_\_\_ No actual or potential conflict of interest.

\_\_\_\_\_ A conflict of interest does exist-please complete and submit appendix D-Conflict of Interest Declaration Form.



#### 6. Disclosure of Information

The respondent agrees that any information provided in this quotation, even if identified as confidential, may be disclosed where required by law or by order of a court or tribunal.

The respondent consents to the confidential disclosure of this quotation to the Municipality's advisers retained to assist with the RFQ process, including the evaluation.

#### **Signature:**

By signing the below, I confirm that I am authorized to submit this quotation on behalf of the respondent and to make the declarations set out in this appendix. I understand this submission is non-binding and that a non-contractual relationship is created until a written agreement is carried out.

<b>Legal Name of Respondent</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town and Province)</b>	

## APPENDIX D-ACKNOWLEDGEMENT OF ADDENDA



\_\_\_\_\_ We confirm that we submitted the registration form in appendix A prior to quoting, or otherwise ensured we were included in the addenda distribution list.

We acknowledge that we have reviewed all addenda issued as referenced in Section 3 of the RFQ. The contents of all addenda are incorporated into our quotation and will be considered part of any resulting contract if awarded.

Addenda can be found located on the Municipalities Website at [Bids, Tenders and Procurement | Council and Council Business | Municipality of Calvin](https://calvintownship.ca/en/council-and-council-business/bids-tenders-and-procurement)

<https://calvintownship.ca/en/council-and-council-business/bids-tenders-and-procurement>

Please use the chart below to identify the addendum number(s) that were identified.

<b>Addendum No.</b>	<b>Addendum No.</b>	<b>Addendum No.</b>
<b>Addendum No.</b>	<b>Addendum No.</b>	<b>Addendum No.</b>

\_\_\_\_\_ No addenda were issued.

### **Signature:**

**By signing below, I confirm that I am authorized to make this declaration on behalf of the respondent.**

<b>Legal Name of Respondent</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town and Province)</b>	

## APPENDIX-E PRICING



### 1. Instructions on How to Provide Pricing

- 1.1 All pricing must be provided in Canadian Funds and must include all applicable duties and taxes, except for HST, which should be itemized separately. Prices must be inclusive, covering labor, materials, travel, transportation, insurance, delivery, installation, pre-delivery inspection and any other overhead costs.
- 1.2 Respondents must follow the pricing format in the RFQ by either reproducing and completing the required pricing table or submitting the attached pricing form as directed. The Municipality requires that all pricing for goods follow the Incoterm specified below. If no Incoterm is stated, the default shall be the delivery duty paid and delivered to the Municipality of Calvin. Any deviations from this must be clearly identified in the submission.
- 1.3 The successful respondent must ensure that all goods are delivered within the timeline specified in the RFQ. If no timeline is provided, respondents must include an estimate lead time with their submission.

### 2. Evaluation of Pricing

Pricing will be evaluated based on the lowest total lump sum price for completion of all deliverables described in this RFQ.

The total evaluated price will be the sum of all fixed pricing submitted. Unit rates or hourly pricing will not be evaluated separately unless required for additional services during contract negotiation.

While pricing is a major factor of this RFQ, the Municipality reserves the right to consider overall value, compliance with mandatory requirements, and respondent qualifications when making an award decision.

**3. Required Pricing Information-Pricing Table**

<b>Fixed Price (excluding HST):</b>	<b>HST:</b>	<b>Total Price (including HST):</b>	<b>Expected Completion Date:</b>

**\*Selection will be subject to the Municipality's reserved rights outlined in the RFQ and will depend on available budget, Council approval (if applicable) and Municipal properties.**

**Signature:**

**By signing below, I confirm that I am authorized to enter a price on behalf of the respondent.**

<b>Legal Name of Respondent</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town and Province)</b>	

END OF SECTION

## APPENDIX F-CONFLICT OF INTEREST DECLARATION FORM



### ONLY REQUIRED IF A CONFLICT OF INTEREST HAS BEEN IDENTIFIED IN APPENDIX B

#### Details of Conflict

Please provide a detailed explanation of the actual or potential conflict of interest, including:

- Names and individuals involved
- Relationship with The Corporation of the Municipality of Calvin
- Nature of conflict
- Mitigation measures proposed (if any)

If additional space is required, please attach a separate page clearly referencing this appendix.

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#### Signature:

By signing below, I confirm that the accuracy of the information provided above.

<b>Legal Name of Respondent</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town and Province)</b>	

**APPENDIX G-SUBCONTRACTOR DISCLOSURE FORM**



<b>Project Name</b>	
<b>Project Number (if applicable)</b>	
<b>Name of Bidding Contractor</b>	
<b>Contact Name</b>	
<b>Email Address</b>	
<b>Date</b>	

Subcontractor Firm Name	Category of Work to Be Performed	Dollar Amount

End of Section

## APPENDIX H-SUBMISSION CHECKLIST



	<b>Cover Page/Submission Label (Appendix I)</b>
	<b>Submission Form (Appendix B)</b>
	<b>Acknowledgement of Addenda Form (Appendix C)</b>
	<b>Pricing (Appendix E)</b>
	<b>Technical Submission-Addressing all non-monetary requirements</b>
	<b>Conflict of Interest Form (Appendix F) – if applicable</b>
	<b>Subcontractor Disclosure Form (Appendix G) -if applicable</b>

End of Section

**APPENDIX I- COVER PAGE/SUBMISSION LABEL**

**COMPANY NAME:**

**TELEPHONE:**

**The Corporation of the Municipality of Calvin  
1355 Peddlers Drive  
Mattawa Ontario  
POH1E0**

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**RFQ-2025-02**

**PROFESSIONAL LAND SURVEYING SERVICES**

**MUNICIPAL USE ONLY:**

**RECEIVED BY:** \_\_\_\_\_

**DATE AND TIME STAMPED:** \_\_\_\_\_