

**REQUEST FOR PROPOSAL
MUNICIPALITY OF WEST NIPISSING
VARIOUS MUNICIPAL BUILDINGS CONDITION ASSESSMENTS**

**RFP No.
2021-016**

**Bid Closing
June 3rd-2021**

Joie de vivre



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West Nipissing Quest

**MUNICIPALITY OF WEST NIPISSING
VARIOUS MUNICIPAL BUILDINGS
CONDITION ASSESSMENTS**

**SECTION 1.0
INSTRUCTIONS TO BIDDERS**

REQUEST FOR PROPOSAL

The Municipality of West Nipissing Community Services Department, is seeking proposals from qualified professional architectural and engineering firms, to conduct Building Condition Assessments on various existing facilities. The scope of work shall consist but not limited to: Comprehensive non-destructive inspections, review of documents provided by the Municipality, submitting a final report including a Class D Opinion of probable cost, and a 10 year capital maintenance plan outlining potential short and long term maintenance expense as detailed in the RFP document.

Owner: Municipality of West Nipissing

101-225, Holditch St.

Sturgeon Falls, On P2B 1T1

Phone: 705-753-2250

Fax: 705-753-3950



BID SUBMISSION

- 1.0) Electronic bid in the form of a password protected pdf document to bids@westnipissing.ca before 3:00pm (local time) on Thursday June 3rd-2021. Subject line should include the Bid reference number. After the official closing time, respondents will be requested to submit the password.
- 1.1) It is the respondent's responsibility to ensure submissions are received by the Municipality by the submission deadline. The Municipality assumes no obligation for issues caused by electronic or telecommunications issues affecting the delivery of the submission, even if originating from the Municipality's IT systems.
- 1.2) Proposals submitted by facsimile will not be considered.
- 1.3) All pages contained in the request for proposal form an integral part of this process.
- 1.4) The lowest or any proposal will not necessarily be accepted. The owner may decide, at its sole discretion, that no proposal submitted will be accepted and no contract will be awarded pursuant to this procurement process. If the owner elects to reject all proposals, all proponents will be notified and the owner will not be liable to any tenderer in preparing the proposal, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5) Proponents are advised that the Municipality functions through its Policy No. 2006-332 "Validity of Tenders" and by its By-Law No 2016-89 (including the most current amendments), "By-law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing" (Purchasing By-Law).
- 1.6) Proponents are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the tender documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.7) Partial or incomplete proposals will not be considered.
- 1.8) PANDEMIC: The Municipality reserves the right to cancel and/or postpone this contract at any time as a result of the current and ongoing COVID-19 Pandemic



QUESTIONS AND CLARIFICATIONS

- 2.0) Enquiries, request for explanation, interpretations or clarifications must be submitted by email to jbelanger@westnipissing.ca, only those inquiries submitted by email will be considered. Emails submitted must include the RFP title and reference number.
- 2.1) Enquiries will be received up to noon local time on May 27th-2021. Enquiries received after the date and time noted will not receive a response.

PROPOSAL OPENING

- 3.0) Proposals will be opened privately.

ADJUSTMENT OR WITHDRAWAL OF BIDS

- 4.0) Adjustment by telephone, facsimile or letter for a proposal already received will not be considered. A proponent desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
- 4.1) Proponents may withdraw its proposal at any time prior to closing provided the withdrawal:
- i) is in the form of a letter and,
 - ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
 - iii) is signed by the proponent's duly authorized signing officer;
- 4.2) Proposals may not be withdrawn after the closing time.

EXAMINATION OF SITE CONDITIONS

- 5.0) Due to the various Covid-19 health preventive measures. A site visit will not be recommended for this project.
- 5.2) All proponents are encouraged to review pictures and tables provided in Appendixes for further information for each specific site. Additional pictures of each sites can be reviewed by accessing the Municipality public drop box by copying the following link in their browser:
<https://www.dropbox.com/sh/9u1jbiqg1gmj7ah/AABmQJT2MFoTpiP8AM9CWxaAa?dl=0>

DOCUMENT DISCREPENCIES AND OMISSION

- 6.0) Proponents are responsible to review the request for proposal documents and to verify they are complete. If the proponent finds discrepancies or omissions from the drawings, specifications and other documents, the proponent should submit a written request for correction to the contract administrator. Written request for corrections must be received no later than three (3) days prior of RFP closing date. Any required correction, addition, deletion or revision to the tender documents will be by written addenda to the tender documents issued by the contract administrator by posting to the Municipality of West Nipissing website.

RESPONSE MATERIAL OWNERSHIP

- 7.0) All material submitted regarding this RFP becomes the property of the Municipality and will only be returned to the Consultant at the Municipality's discretion. Disqualification of a Consultant does not eliminate this right.

ACCEPTANCE OF PROPOSAL CONTENT

- 8.0) The contents of the proposal of the successful Consultant may become contractual obligations if the Municipality wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

INSURANCE

- 9.0) The successful proponent shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner two (1) copies of certificates attesting to the fact that the required policies of insurance as outlined in the contract documents have been obtained by the proponent.

PRE-QUALIFICATION OF CONTRACTOR

- 10.0) Contractor or all sub-contractors working for the contractor must pre-qualify with the Municipality of West Nipissing health and safety officer before starting work. Risk Management and Mitigative measures Policy and Procedure regarding COVID-19 shall be submitted and approved.

SCOPE OF WORK

Background

The Municipality of West Nipissing has experienced challenges with inevitable maintenance/capital repairs to its facilities due to components having past their life expectancy, components failures, human resources and budget restraint. The Municipality wishes to receive various assessments and a strategic 10 year maintenance plan which will form part of the Community Services Department long term asset management.

Methodology / Timeline

Consistent with the scope of work and technical specifications noted in this RFP, all responses to this RFP should include a clear description of the proposed project delivery methodology. The methodology should also include a proposed completion timeline including a description of project milestones start and completion date/facility.

It is the desire of Municipality of West Nipissing to implement the 10 year maintenance plan within the 2022 budget. As per the evaluation criteria included in this RFP, preference will be given to proponents that are able to complete the scope of work in the most time efficient manner possible. However, despite this desire for timely execution of this phase, the MWN reserves the right to reject any or all submission received in response to this RFP.

The consultant shall have all facilities walk-through inspections completed within 5 weeks of receiving formal approval from the Municipality. Proponents are to include the time allocation to complete all final reports subsequent to the walk-through inspections as part of their proposal.

Deliverables

Primary required elements but not limited to:

- Building condition assessments
- Class D Opinion of Probable Cost
- 10 year Maintenance Plan
- Integration of the 2019-2020 Building Condition Assessment reports (6 facilities)



**MUNICIPALITY OF WEST NIPISSING
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CONDITION ASSESSEMENTS**

**SECTION 2.0
SPECIAL PROVISION**

The selected proponents will perform walk-through surveys, conducting research, identifying physical deficiencies, documents review and interviews for the following facilities;

Structure Name	Approx. Total floor area (sq.ft)	Approx. year built	Service Connection	HVAC	Civic Address
Tourist Centre	6,467	1996	Municipal	Roof Top Units	30 Front St, P2B 3L4
Minnehaha Bay Restaurant and marina	6,700	2011	Municipal	Roof Top Units	300 King St, P2B 3A1
Community Services Storage/Staff building	2,211	1981 Addition 2001	Municipal	Electric/Reznor	232 O'Hara St, P2B 1A1
Goulard Park, Field house	336	1980	N/A	Electric	216 John St, P2B 2A1
Richelieu Park, Field house	492	1989	Municipal	Electric	Park St
Ambulance Station	3,993	2010	Municipal	Boiler/Reznor/Electric Ductless air conditioning	168 Ethel St P2B 1B8
Cache Bay, Outside Rink Change room	864	1985	Municipal	Electric	74 Teal Rd, POH 1G0
Verner Arena storage garage	2,560	1982	N/A	N/A	80 Principal St. POH 2M0
Verner first response building	1,400	Unknown	Municipal	Reznor	4 Verchere Rd POH 2M0
Verner Municipal Building	11,060	1952	Municipal	Boiler/Roof top unit	11790 On-64 POH 2M0
River Valley, Outside Rink Change room	625	1985	Septic	Forced air Furnace	152 Highway 539
North Monetville Community Centre	2,912	1993	Septic	Forced air furnace	7198 Highway 64S POM 2K0
Field, Outside Rink Change room	1,800	1991	Septic	Forced air furnace	65 Jarbeau St POH 1M0
Front St Storage Garage	651	1989	N/A	N/A	30 Front St, P2B 3L4
Leblanc Rd Storage Garage	790	1988	N/A	N/A	South of 791 Leblanc Rd
Field Library/fire station	5,077	1974	Municipal	Electric	110 Morin St
Community Services Storage Building	1400	unknown	N/A	Electric	Cache Bay Rd.
Lavigne Outside Rink Change Room	1000	2016	n/a	Electric	17 Carond Rd POH 1R0

Access

The Project Manager of Community Services will arrange for the selected proponents field observer to receive a timely, supervised and safe access to the subject facilities including roofs. The successful consultant shall provide a written plan on his sequence for inspecting each building.

Owner Provided Documentation

The consultant should review all relevant documents and information provided by the owner. Drawings, maintenance records and completed renovations project documentation could aid in the consultant's knowledge of the subject facility's physical improvements, extent and type of use, or assist in identifying material discrepancies between reported information and observed conditions. The consultant will also have the opportunity to consult with senior maintenance staff. **(See appendix A for a list of available documents).**

Further Investigation

Unless the Owner and consultant have agreed to such an expansion of the scope of work, the consultant is not required to provide opinions of costs to remedy physical deficiencies that may require the results of testing, intrusive observations, exploratory probing, or further research to determine the cause of the physical deficiency. The consultant shall include as part of their assessment a list of additional tests or investigations including budget cost recommended to be completed by the owner.

Qualifications of the Consultant

As part of the proponent's proposal, a list of qualified professionals and staffs shall be provided along with specific duties and years of experience in completing the primary required elements as identified herein. Professionals and staffs conducting walk-through surveys, and identifying physical deficiencies, shall have a minimum of 10 years experience. The prime consultant must specify in its proposal the name each sub-consultants and their role.

Site

Adjacent parking lots and site properties shall be included as part of the Building Condition Assessments **(See appendix B)** for the extent of the site. Observe the general topography and any unusual or problematic features or conditions. Observe the storm water collection and drainage system and note the presence of on-site surface waters. Observe the major means of ingress and egress. Observe the material paving and curbing systems. Identify the types of parking and any reported parking inadequacies. Assess number and types of parking space and loading spaces. Observe appurtenances such as parking lot site lighting, markings and signage.

Photographs

Consultant should document representative conditions with digital photographs and document typical conditions present including material physical deficiencies, if any. Digital photographs should include as a minimum: front and typical elevations and exteriors, site work, parking areas, roofing, structural systems, plumbing, HVAC, and electrical systems, conveyance systems, life safety systems, representative interiors, and any special or unusual conditions present.

Walk-Through Survey

The objective of the walk-through survey is to visually observe the subject facility so as to obtain information on material systems and components. Information, such as system type, manufacturer, system capacity, system age, system operator, life expectancy etc.

Meetings

The Consultant shall make provisions in their proposal for meetings and conference calls. Subsequent to the pre-job meeting, the consultant shall update the Municipality on a weekly basis via conference call on the progress of the Building condition assessments, Class D Opinion of Probable Cost and the 10 year Maintenance Plan. Conference calls will also be mandatory to review all Draft copies of each assessments prior of sending the final documents to the Municipality.

Hazardous Substances

The Municipality has no records of any hazardous substances on any of the listed sites.

Building Condition Assessment

1. Structural Frame and Building Envelope:

- Identify the basic type of structure (steel frame, wood frame, cast-in-place concrete, precast concrete, concrete block, etc.)
- Observe the building substructure, including the foundation system (noting the presence of basements or crawl spaces.
- Building's superstructure or structural frame (floor framing system and roof framing system).
- Building envelope including facades, exterior sealants, exterior balconies, doors, stairways, parapets, etc. Observations of the building's exterior generally are to be limited to vantage points that are on-grade or from readily accessible balconies or rooftops.

2. Roofing:

Identify and observe the material roof systems (exposed membrane and flashings) including, parapets, slope, drainage, etc. Observe for evidence and/or the need for material repairs, evidence of significant ponding, or evidence of roof leaks. Inquire as to the age of the material roofing system(s) and whether a roof warranty is reported to be in effect.

3. Plumbing:

Identify and observe the material plumbing systems including piping (sanitary, storm and supply water), fixtures, domestic hot water production, and note any special or unusual plumbing systems.

4. Heating:

Identify the basic type of heat generating and distribution system, and the apparent or reported age of the equipment, past material component replacements/upgrades, and the apparent level of maintenance exercised. If heating equipment is shutdown or not operational at the time of the walk-through survey, provide an opinion of the condition to the extent observed.

5. Air Conditioning and Ventilation:

Identify the basic type of air-conditioning and ventilation systems. Identify the apparent or reported age of the equipment, replacement date and apparent level of preventive maintenance exercised. If air conditioning and ventilation systems are shutdown or not operational at the time of the walk-through survey, provide an opinion of the condition to the extent observable.

6. Electrical:

Identify the electrical service provided and observe the electrical distribution system including distribution panels, transformers, meters, emergency generators, general lighting systems, and other such equipment or systems. Observe general electrical items, such as distribution panels, type of wiring, emergency power, lightning protection, etc.

7. Elevator/Lift:

Identify equipment type, capacity, etc. Observe elevator cabs, finishes, call and communication equipment, etc. Identify whether a maintenance contract is reported to be in place, and if so, identify the service contractor.

8. Life Safety/ Fire Protection:

Identify and observe life safety and fire protection systems, including sprinklers and standpipes (wet or dry, or both), fire hydrants, fire alarm systems, water storage, smoke detectors, fire extinguishers, emergency lighting, stairwell pressurization, smoke evacuation, etc.

9. Interior Finishes:

Observe typical common areas including, but not limited to, lobbies, corridors, assembly areas, offices and restrooms. Identify and observe typical finishes, that is, flooring, ceilings, walls, etc.

10. Property Security Systems

Identify equipment type, Identify whether a maintenance contract is reported to be in place, identify the service contractor.

Building Condition Assessment Clarifications/Exclusions

General Exclusions, All Facilities

- Preparing engineering calculations (civil, structural, mechanical, electrical, etc
- Reporting on the presence of pests such as wood damaging organisms, rodents, or insects.
- Reporting on the soil types and conditions, underground utilities
- walking on pitched roofs, or any roof areas that appear to be unsafe, or roofs without built-in access, and removing of electrical panel and device covers
- Evaluating the Sound Transmission Class or acoustical or insulating characteristics of
- Evaluating the flammability of materials and related regulations.
- Operating or witnessing the operation of lighting, lawn irrigation, or other systems typically controlled by time clocks.

Tourist Centre : Elevator condition assessment/modernization plan shall be completed by KJA Consultants Inc. Contact: Eric Lam eric.lam@kja.com.
Clarifications; assessment to include structural investigation of the wood structure sign located in the parking lot.

Minnehaha Bay Restaurant and marina: Exclusion from assessment; Pump station including control panel and Floating docks.
Clarification; The Municipality will provide an operated lift in order for the consultant to have a better visual inspection of the building envelop, flat roofs and exterior glulam beams.
Assessment to include wharf, steel flag pole, gabion baskets and kitchen equipment, timeline for the wharf inspection will be from January and March 2022. The Municipality of West Nipissing will be responsible for the removal of all boards as deemed necessary by the consultant for the inspection.

Verner Municipal Building: Exclusion from assessment; structural assessment.
Clarification; Review previously completed structural assessment and include all pertinent information as part of the final BCA.

North Monetville Community Centre: Clarification; Assessment to include kitchen equipment.

Retrofit

In the progress of the facility assessment report, the consultant shall include information pertaining to current code violations from the following agencies but no limited to; TSSA, ESA, H&S Act, Ontario Building Code etc.). Comments provided shall be detailed as to the nature of the non-conformance, indicating the section of the code or regulation with which it is non-compliant; the exact location and nature of the non-compliance including photo(s); and include a description of what is required to rectify the situation.

Components Condition Rating

As part of the Building Condition Assessment report, the selected consultant will complete a condition rating description by components as per their recommended system. The proposed system will be reviewed and approved by the Project Manager. The recommended rating system shall include a minimum of 1 to 5 rating based on years remaining to be replaced.

Class D Opinion of Probable Cost

The selected consultant shall prepare a class D opinion of Probable Cost report for each facility. The report shall be submitted on an excel spreadsheet confirming physical deficiencies identified in each assessments with budget cost to repair or replace them. As part of the OPC the consultant shall include the following information but not limited to; the installation date, current age, recommended replacement date and quantity/area of each assessed components.

10 year Maintenance Plan

A 10 year maintenance plan shall be submitted to summarize the assessed components replacement cost identified as part of the Class D Opinion of Probable Cost report. The consultant shall provide the report on an excel spreadsheet and confirm the cash flow requirements per year for each facility. The 10 year maintenance plan will assist the Project Manager to strategies for sufficient budget funds each year, and to execute better long term maintenance decisions as part of the Municipality Asset Management.

As part of the 10 year plan, the consultant shall provide a summary spreadsheet combining all maintenance plans for each facilities to summarize the total cash flow/year requirements. The proponent shall also integrate 6 previously completed building condition assessments into their summary spreadsheet. The project manager will provide the successful proponent with all electronic files for such integration in order to receive 1 final summary spreadsheet.

Accessibility for Ontarians With Disabilities Assessment

Complete the accessibility survey consisting of the completion of the checklist provided herein **(See appendix C)**. Consultant shall provide a separate assessment report including a Class D opinion of probable cost along with a 10 year maintenance plan only for the following facilities.

- Tourist Centre
- Minnehaha Bay Restaurant/Marina
- Ambulance Station
- Verner Municipal Building
- Cache Bay Outside Rink Change Room
- River Valley Outside Rink Change Room
- North Monetville Community Centre
- Field Outside Rink Change Room
- Library/Fire Station
- Lavigne Outside Rink Change Room

Submittals

Submit (1) draft copy of the reports at approximately 95% completion for review by the Municipality of West Nipissing. Provision for minor changes to the report content/format following a review of the draft reports by the Municipality of West Nipissing shall be included in the proposal.

Submit one hard copy in a presentation binder of the final approved reports (One binder for each location). Provide final copy on a USB flash drive. All files shall be submitted in its original format along with a PDF copy of the same file.

Acceptable format: Microsoft Excel 2016 Compatible
PDF
Microsoft Word 2016 Compatible

PROPOSAL SUBMISSION

Prices bid must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Respondent require more information or clarification on any point, it must be obtained in writing prior to the submission of the proposal.

Submissions shall include, but not be limited to, the following information.

- i) Contact information, including the business or individual's full name, complete address, telephone number, fax number, contact person's full name and email address
- ii) A brief description of the firm – its clients, its history, its projects, its staff
- iii) An outline of the services to be provided (Work Plan)
- iv) An outline of past experience in similar projects
- v) A minimum of three references, including a contact name and phone number
- vi) Any other supporting information you may wish to include with your submission
- vii) Proposal shall include a Lump-Sum cost breakdown for each Facility.

Failure to complete and include information as required may result in the submission not being considered. Point by point response is requested. Respondents shall address each and every required item as indicated above.

PROPOSAL EVALUATION CRITERIA

RFP's will be opened and evaluated privately. The MWN intends to evaluate all proposals according to the scoring method described below. The MWN will select the proposal that it deems, in its sole and absolute discretion, demonstrates the best combination of corporate qualifications, skilled and experience personnel, project understanding, vision, proposed approach to achieving the specified scope of work, as well as the total cost. The MWN is not bound to accept the lowest price proposal, nor is the MWN in any way bound to enter into negotiation with any of the proponents.

	Best Evaluation Criteria	Weighted Score
1	Communication Skills <ul style="list-style-type: none"> • Organization and clarity • Completeness and content • Simplicity and precision of proposal 	10%
2	Team composition - Qualifications - Experience <ul style="list-style-type: none"> • Sector specific experience of the proponent company. • Past project references, team roles (project mgmt., technical, etc.) • Experience of key professional staff assigned to this project • Effectiveness of consultant on previous projects Specific Asset Management experience Familiarity and knowledge of public facilities in general, recreation in particular 	30%
3	Understanding of the Municipality needs <ul style="list-style-type: none"> • Understanding of the requirements of the scope of work • The proposed approach of the firm to complete the project 	20%
4	Fees and Expenses	20%
5	Project Schedule <ul style="list-style-type: none"> • Acceptable proposed schedule and work plan 	20%

2.0) In making a proposal, the Respondent hereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein.

1.0 HEALTH & SAFETY

General: Consultant must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of West Nipissing safety policy.

Competent person: Consultant is responsible using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of West Nipissing Safety policy.

Equipment & tools: All equipment and tools used by the Consultant shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.

PPE: All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working in prescribed areas.

Reporting: Consultant must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Contractor shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.

Supervision: Consultant shall comply with OHSA regulations.

WSIB: Consultant shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

2.0 GENERAL LIABILITY INSURANCE

The successful Bidder's General Liability Insurance policy shall not be less than \$5,000,000 (five million dollars) per occurrence. The successful Bidder agrees to provide proof of a General Liability insurance policy in the amount of not less than \$5,000,000, (five million dollars) per occurrence, to indemnify the Corporation of the Municipality of West Nipissing against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the service under this Proposal.

The Municipality shall be included as an "additional insured" on the successful Respondent's insurance policy.

3.0 PROTECTION OF WORK & PROPERTY

The successful Respondent shall provide continuous and adequate protection of all work from damage and shall protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Respondent shall make good any such damage or injury.

4.0 PERFORMANCE

Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Respondent.

5.0 CHARACTER AND EMPLOYMENT OF STAFF

The successful Respondent shall employ only orderly, competent and skillful employees to ensure that the services are carried out in a respectable manner.

Workmanship and services shall be of the best quality, executed by employees qualified, experienced and thoroughly skilled in the respective duties for which they are employed.

Decision as to the quality or professionalism of workmanship in case of any dispute rests solely with the contact administrator, whose decision is final.

Respondent will be informed about any unsatisfactory performance, as identified by the contractor administrator, and given a reasonable opportunity to remedy. Unresolved unsatisfactory performance issues may result in termination of the remainder of the contract.

The Municipality reserves the right to disqualify a Respondent due to the Respondent's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts.

6.0 ASSIGNMENT OF CONTRACT

The successful Respondent shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Corporation, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

7.0 SUB-CONTRACTORS

No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The Respondent is fully responsible to the Municipality for the acts and omissions of sub-respondents and/or persons directly or indirectly engaged by the Respondent in respect to this work. Sub-respondents will be required to abide by all the requirements of the Proposal document as though the primary successful Respondent (Insurance, WSIB, Health & Safety Policy, etc.). The Respondent agrees to bind every sub-respondent by the terms of the Proposal documents as far as it is applicable to their work.



West Nipissing Quest

**MUNICIPALITY OF WEST NIPISSING
VARIOUS MUNICIPAL BUILDING
CONDITION ASSESSEMENTS**

**SECTION 3.0
GENERAL CONDITIONS**

8.0 PAYMENT

All Invoices submitted by the Consultant must show the project name, the Project reference number and the Contract administrator's name.

Change orders will only be processed if submitted with a change order notice signed by the contract administrator.

Only original copy of invoices will be processed for payment.

Invoices must indicate the landfill site and a detailed breakdown of hours.

9.0 Health and Safety due to Covid-19

The successful proponent shall provide the Municipality with a current physical distancing policy and mitigative risk management strategies implemented to avoid exposure to COVID-19.