



REQUEST FOR QUOTATION

RFQ 2024-01

REPLACEMENT OF OUTDOOR SIGN At the MMCC

Issue Date: Tuesday, January 2, 2024

Closing Date: Friday, January 26, 2024 at 12:00 noon

Contact: Alex Patterson, Director
Department of Community Services and Tourism
Municipality of Wawa
40 Broadway Ave, PO Box 500
Wawa, ON P0S 1K0

Telephone 705-856-2244 Ext. 242

Email apatterson@wawa.cc

A. General Description of Project

The Municipality of Wawa is issuing this Request for Quotation (“RFQ”) to seek out a successful contractor who will undertake the replacement of an outdoor informational sign as defined in the Scope of Work

The successful contractor will have demonstrable experience and training in the installation of electronic signage.

B. Scope of Work

The contractor will:

- Remove existing outdoor sign and dispose according to local code
- Supply and install new two-sided outdoor sign and pylon with the following specifications:
 - 2 sided (master/slave)
 - 48”x96” with P10 resolution or equivalent*
 - Full color video capable
 - Wireless communication enabled
 - Software and setup included
- Provide all manuals, specifications, and operating instructions to staff

*Equivalent to be approved by staff prior to contract award

See pictures and drawings attached in **Appendix A and B**

C. Contact

Alex Patterson, Director
Department of Community Services and Tourism
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Telephone 705-856-2244 Ext. 242

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Email is the preferred method of contact.

D. Contractor Requirements

Minimum requirements by the Contractor for submission of a Quote in response to the RFQ shall include the following:

- a) Proof of current WSIB Coverage
- b) Proof of current Working at Heights training as recognized in the Province of Ontario for all workers on site
- c) Proof of \$2,000,000.00 Liability insurance for incidents and occurrences

E. Contractor’s Work Schedule

The Contractor’s work will begin by May 1, 2024 and end no later than August 31, 2024.

F. RFQ Quote Submission Requirements

Contractors interested in providing these services must prepare and submit a Quote that includes:

a) Budget

Provide a detailed Quote by task for the services identified in the scope of work section of this Quote. Identify costs for materials and labor.

b) Proof of Contractor Requirements

Provide proof of all requirements as outlined in the Contractor Requirements section of this RFQ

c) Deadline and Delivery

An electronic (PDF) version of the Quote shall be submitted to the contact for this RFQ. The deadline for the submission of a Quotation is: **Friday, January 26, 2024 at 12:00 noon**

Quotes received after 12 p.m., January 26, 2024 will not be accepted.

G. Indemnification, Hold Harmless and Insurance Requirements

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Contractor shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFQ.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

Insurance Requirements

- a) Worker's Compensation coverage as required by the Province of Ontario.
- b) Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

H. Accept or Reject Quote

The Municipality reserves the right to accept or reject any or all Quotes and recommendations and may waive minor errors or omissions in any Quote. The Municipality reserves the right to select a Contractor, who in and upon our approval provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the Quotes that will best serve the interests of the Municipality. Wawa is not obligated to award the contract based on the lowest price or any other particular factor. The Municipality will not be liable or reimburse any firm for the costs they incur to prepare their Quotes. The Municipality also reserves the right to substitute components where the Municipality considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFQ at any time prior to the possible awarding of the contract. The RFQ does not commit the Municipality to award a contract or to pay any costs incurred in the preparation of a Quote or attendance at a pre-awarded meeting.

I. Acceptance and Termination of Contract

The quotation submitted will form the contract between the Municipality and the Contractor. A signed copy will confirm acceptance of the Quote.

Either the Contractor or Municipality may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the Contractor will be paid for services up to and including the date of termination.

Appendix B – Pictures

Current sign



