



# REQUEST FOR PROPOSAL

## RFP 2024-07

### SUPPLY AND INSTALL DIGITAL COMMUNICATIONS DEVICES at the MICHIPICOTEN MEMRORIAL CC

**Issue Date:** Wednesday, July 10, 2024

**Closing Date:** Thursday, July 25, 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

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**A. General Description of Project**

The Municipality of Wawa is issuing this Request for Proposal (“RFP”) to seek out a successful proponent to supply and install multimedia devices including screens and kiosks to provide tourism and recreation information to patrons of the Michipicoten Memorial Community Center (MMCC). Additional details can be found in **Section C – Scope of Work**.

The successful proponent will have demonstrable experience in the supply and installation of similar hardware. The successful proponent will be able to show that they can complete the project safely and in compliance with all applicable regulations.

**B. Community Background**

Governed by a Mayor and four (4) Councillors, the Municipality of Wawa is a single tier municipality located on the TransCanada Highway, 210 kilometers north of the City of Sault Ste Marie in the District of Algoma. Found in the northern portion of Algoma, the Municipality offers an excellent quality of life with great access to a large range of outdoor activities.

The Municipality has a population of approximately 3,000 residents and an economy principally based on tourism, mining, and forestry. The Municipality encompasses an area of about 480 square kilometers much of it of a northern rural nature.

As a municipality, Wawa is responsible for various activities governed by Ontario’s *Municipal Act, S.O. 2001* including taxation, roads, water and wastewater servicing, planning and building, recreation, policing, fire suppression and general government.

Wawa has an annual operating budget of approximately \$12 million. The annual capital budget can vary from \$3 million to \$5 million.

The Municipality aims for service excellence while offering a variety of amenities, facilities, programs and services that residents, visitors, businesses and customers need and expect. Municipal Council and staff are committed to building a focused, responsive, resource-conscious and results-oriented organization. Lastly, the Municipality and its staff are heavily guided by both a *Community Strategic Plan*, *Asset Management Plan* and a *Municipal Business Plan*.

**C. Scope of Work**

The successful Contractor, coordinating with the Director of Community Services and Tourism, will:

- Supply and Install two (2) interactive informational kiosks for tourist information; including:
  - Wall mounts and hardware (electrical done by others)
  - Wired network connection to local switch (wireless also an option)
  - Touchscreen kiosk, 32” portrait orientation
  - Software to update information including initial setup
- Supply and Install four (4) informational displays (42”) and one (1) control computer including:
  - Wall mounts and hardware (electrical done by others)
  - Wired network connection to local switch (wireless also an option)
  - Control computer located in the office with the ability to control 4 displays independently to upload slideshows with facility information
  - Any software if required including initial setup
- Supply and Install two (2) TV’s (50”) and relocate one (1) Cable Box from old gym (upstairs) to new gym (downstairs), including extending cable run approx. 100’ and installing a display splitter between cable box and TV’s (electrical done by others)
- Train administration staff on usage of kiosks and displays
- Provide any and all documentation and warranty information on the product and techniques used in its’ installation.
- Complete and invoice all work within the outlined timeline (see Project Schedule below) and communicate with the Director through all stages of the Project.

In addition to the scope of work outlined above, the successful Contractor will work within all applicable regulations and in a safe manner at all times.

The Municipality will enter into a standard contract with the successful proponent.

**D. Contact**

Questions regarding this RFP should be directed to:

Alex Patterson  
Director of Community Services and Tourism  
Municipality of Wawa  
40 Broadway Ave, PO Box 500  
Wawa, ON P0S 1K0  
Phone - 705-856-2244 ext. 242  
Cell - 705-914-1158

Email – [apatterson@wawa.cc](mailto:apatterson@wawa.cc)  
Website – [www.wawa.cc](http://www.wawa.cc)

Questions via email are the preferred method of contact. All questions and answers will then be distributed to all respondents as addenda.

**E. Proposed Project Schedule**

RFP Issued	Wednesday, July 10, 2024
Deadline for submission of proposals	Thursday, July 25, 2024 <b>12:00PM</b>
Opening of Proposals	Thursday, July 25, 2024 <b>1:00PM</b>
Awarding of Proposal	Tuesday, August 6, 2024
Construction begins	Thursday, September 1, 2024
Biweekly Contractor Updates (verbal)	1 <sup>st</sup> and 3 <sup>rd</sup> Friday of each month
Completion of Work and Final Invoice*	Tuesday, October 15, 2024

\*Work may be completed earlier; however this is the final deadline

**F. Contractor Requirements**

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

- a) Proof of a healthy safety culture, including qualifications of staff supervising the project relevant to the project.
- b) Proof of WSIB Coverage. Must be held throughout the duration of the work.
- a) Proof of Comprehensive or Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- c) Experience in similar projects. Examples of successful projects are preferred.
- d) Ability to perform the work in a timely manner, availability of staff and contingency plans including a work schedule.
- e) Proposals must state the Contractor’s related business information.

**G. Contractor’s Work Schedule**

The Contractor’s work schedule will begin as scheduled in the Proposed Project Schedule. It is expected to begin no later than August 6, 2024 and continue until staff approve of the work completed, with a deadline of October 15, 2024 for completion of work. A proposed work schedule including key dates and milestones for the Review process must be submitted as part of the proposal to ensure completeness of the process and all invoices are to be submitted according to the proposed project schedule in **Section E**.

## **H. RFP Proposal Submission Requirements**

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

a) Cover Letter

The cover letter is to be signed by an officer of the company authorized to execute a contract with the Municipality.

b) Contractor Qualifications

This section shall briefly describe the areas of expertise of current permanent staff whether a sole proprietor or individuals on a team and the scope of services that can be provided by the firm without the services of contractors under the Contractor's direction. The successful contractor will demonstrate their qualifications relating to workplace safety. This will specifically include any relevant information such as health and safety policies, staff qualifications, and any other relevant documentation proving the competency of the proponent and their staff to safely complete the contract.

c) Subcontractors

Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. The Municipality reserves the right to approve or reject all Contractors or internal staff performing consulting services, proposed by the Contractor during or after the Contractor review and selection process.

d) Project Work Plan

A description of project understanding, detailed work approach and methodology will be identified. The work plan should list specific tasks and any specific considerations, options or alternatives. This must relate to each item as described in **Section C. Scope of Work**.

e) Project Schedule

Propose a timeline for completion of the review including start date, milestones and target date of completion.

f) Budget

Provide a detailed fee proposal by task for the services identified in the scope of work section of this proposal. Identify sub-tasks and the respective cost in your fee proposal as necessary. Hourly fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the Municipality's insurance requirements. This fee proposal should break out as many portions as possible to clarify where project expenses will be incurred. Identify the cost of each Section as described in **Section C. Scope of Work**. Include the cost of materials furnished as well as rental of any equipment if required.

g) Deadline and Delivery

An electronic (PDF) version of the proposal shall be submitted to:

**Alex Patterson, Director CST**  
[apatterson@wawa.cc](mailto:apatterson@wawa.cc)  
**The Municipality of Wawa**  
**40 Broadway Ave, PO Box 500**  
**Wawa, ON**  
**P0S 1K0**

The deadline for the submission of a Proposal is: Thursday, July 25, 2024 at **12:00PM EST**. No other information submitted by facsimile or electronic mail (**except for the electronic PDF copy**) will be accepted unless otherwise requested by the Municipality during the proposal review process. **Proposals received after Thursday, July 25, 2024 at 12:00PM EST will not be accepted.**

**I. Budget**

There is an approved budget for this project. If the proposals received are considerably higher than this amount, a report to Council for additional funds will be required which may delay awarding of the project. Proposals should include details on the items that can be delivered within the scope with an associated budget.

The budget should also include costs for travel and other direct expenses associated with the project. Contractors are encouraged, but not required, to provide a detail of value-added services that can be provided at an additional cost, including the fees and rationale for undertaking them. This is to be a separate section.

An itemized budget for each room is required for this submission.

**J. 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 RFP.

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**

- b) Worker's Compensation coverage as required by the Province of Ontario.
- c) Comprehensive or Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

**K. Equal Opportunity**

The Municipality is an equal opportunity employer and requires all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract, agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

**L. Accessibility**

The Municipality is committed to and working toward ensuring municipal services is accessible to all. We strive to meet or exceed the standards set by the *Accessibility for Ontarians with Disabilities Act* ("AODA") which are rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The AODA requires accessibility of goods, services, facilities, accommodations, employment as well as information and communication.

**M. Sustainability**

The Municipality recognizes that being sustainable is a responsibility of the Municipality essential to long-term economic prosperity, the social well-being of its residents and protecting environmental capacity and can only occur through community engagement and involvement.

**N. Review and Evaluation Process**

The selection of a Contractor will be based upon a qualitative review of the Proposals submitted. Municipal staff may request additional clarifying information from any or all Contractors that submit a Proposal during the review process. Municipal staff will evaluate the responses to this RFP and may interview the top rated Contractors or all Contractors. Following the interview, a recommendation will be made to the Council on the selection of the Contractor determined to be the most qualified for the project.

An evaluation by a Committee will be conducted and each proposal will be scored. Proposals will be evaluated on the basis of the following criteria:



Minimum Requirements:

- a) Proof of a health and safety culture, including qualifications of staff supervising the project.
- b) Proof of WSIB Coverage.
- c) Proof of Comprehensive or Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- d) Experience in similar projects.
- e) Ability to perform the work in a timely manner
- f) Proposals must state the Contractor's related business information.

Experience and Qualifications (20%)

- i. Health and Safety program and staff qualifications (10%)
- ii. Similar project experience and qualification (10%)

Approach (30%)

- iii. Quality of the Contractor's Approach (10%)
- iv. Proposed Schedule and Timeline (10%)
- v. Suitability of the proposed product submitted (10%)

Budget (50%)

**O. Accept or Reject Proposal**

The Municipality reserves the right to accept or reject any or all proposals and recommendations and may waive minor errors or omissions in any proposal. 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 proposals that will best serve the interests of the Municipality. The Municipality 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 proposals. 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 RFP at any time prior to the possible awarding of the contract. The RFP does not commit the Municipality to award a contract or to pay any costs incurred in the preparation of a proposal or attendance at a pre-awarded meeting.

**P. Termination of Contract**

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.