

RFP 2012-06 ADVERTISEMENT

Sealed Proposals, one original and two additional copies, in clearly marked envelopes which includes the prescribed form(s) as instructed, are to be delivered to Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon, Ontario, L7C 1J6, prior to 2:00:00 P.M. LOCAL TIME (as per time clock located in the Purchasing & Risk Management Division) **1 March 2012.**

The intent of this document is to solicit Proposals from qualified companies to design an HVAC system and oversee a future Tender and project to supply, delivery and install an HVAC system, at the Caledon Animal Shelter, 12889 Coleraine Drive, Bolton, and Caledon Central Pool located at 15815 McLaughlin Road all in accordance with the minimum specifications outlined herein and to set forth the terms and conditions of requirement.

There will be **two site visits, one on 15 February, 2012** at 9:00am sharp at the Caledon animal shelter, 12889 Coleraine Drive, Bolton and a **second site visit on 16 February, 2012** at 9:00am sharp at the Caledon Central Pool located at 15815 McLaughlin Road.

The Town of Caledon reserves the right not to enter into an agreement due to the lack of available funding.

The Town of Caledon reserves the right to at any time during the selection process, reject any or all Proposals, either in whole or in part.

Two envelope Process

Submissions must be sealed in two envelopes as instructed in this Document. One (1) original and two additional copies in Envelope One (Technical) and One (1) original in Envelope Two (Pricing) are to be submitted. In addition, company promotional literature, photographs, etc. may be included in Envelope One.

Each Proposal submission must be accompanied by a Bid Deposit in the form of a certified cheque, bank draft, money order or irrevocable letter of credit in the amount(s) of Two Thousand Dollars (\$2,000.00) made payable to The Corporation of the Town of Caledon as surety that, if the Proposal is accepted, a Contract will be entered into for the proper performance of the work. The Bid Deposit of the Proponent whose submission is accepted shall be forfeited by the Proponent should the Proponent fail to execute a contract and provide the necessary documents as required within this document (such as satisfactory insurance certificate, Workplace Safety and Insurance Board letter of clearance) within seven days after receiving written notice from the Town of the award of the contract to the Proponent. *The Bid Deposit of the successful Proponent will be held as performance security until the completion of the contract.*

Proposals received after the deadline, whether delivered personally, or if mailed, regardless of postal markings, will not be opened. Fax or electronic (email) submissions will not be accepted. The onus is on the Proponent to ensure that the Proposals received in the proper location and before the closing time.

Documents may either be obtained from the Town of Caledon, Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon L7C 1J6 at a cost of \$20.00 including HST or Proponents may choose to have a PDF document emailed free of charge. Please email purchasing@caledon.ca to arrange for the document to be emailed. Include your full company name,

address, contact name, phone number, fax number and e-mail address in order to receive the document.

Note: Addendum 1 issued – Changes to the Caledon Central Pool site visit

Amedeo Valentino, Manager of Purchasing & Risk Management
Purchasing & Risk Management Division
Corporate Services Department