

Municipality of St.-Charles ON

Request for Tender

Project Title: Design, Supply and Installation of a 72 Niche Columbarium

Request #2025-06

Issued: June 5, 2025

Submission Deadline: Thursday, June 26, 2025 by 2:00pm
Local time

**Municipality of St. Charles
2 King Street East
P.O. Box 70
St. Charles, ON,
P0M 2W0**

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Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and / or confidential, copyrighted, trademarked, patented, or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document, please respond to the originator of this message and permanently dispose of any copies and any attachments.

Submission Details

Submission Deadlines and Methods

All submissions for responding to this request must be submitted to our office, as stated below, no later than:

**Submissions accepted no later than – Thursday, June 26, 2025 -
No later than 2:00 p.m. Local Time**

The Successful Bidder will be notified within thirty (30) days of the proposal closing date.

Mail or courier delivered tenders are the preferred method of submission. The use of regular mail for delivery of a tender will be at the risk of the Bidder. A drop box is available in front of the Municipal Office at 2 King Street East. Sealed in person submissions will also be accepted.

Alternate submissions will be accepted by email to tenders@stcharlesontario.ca. Bidder must accept if submitting by email that this medium is not secure and may not remain confidential. Proposal will be printed and placed in a sealed envelope. Submissions can also be sent through the prescribed bidding site www.biddingo.com.

Acknowledgement of email submission disclaimer _____

(Signature and Date)

Tenders must be submitted in a sealed envelope and shall be clearly marked with the following:

- ☐ The Name and Address of the Bidder
- ☐ The Request Number
- ☐ The Project Title

Administration Staff will affix on the sealed envelope:

- ☐ Date and time of receipt

Submission Delivery Address

Clerk

2 King Street East,
P.O. Box 70
St.-Charles ON,
P0M 2W0
Email: tenders@stcharlesontario.ca

Submission Questions and Clarifications

You may contact the following Person if you have any questions or require clarification on any topics covered in this Request for Proposal. The Deadline for Questions or Clarifications is **Monday, June 16th, 2025, at 2:00 p.m.** local time. The delivery address to be used for all submission Questions and Clarifications is:

Clerk

2 King Street East,
P.O. Box 70,
St.-Charles ON
P0M 2W0
Email: clerk@stcharlesontario.ca

Submission Opening

Tenders will be publicly opened, and recorded on **Thursday, June 26th, 2025 at 2:05 p.m.** at the Municipal Office. Staff will review the proposal, and the successful bidder will be presented at the next Council Meeting.

Amendment and Withdrawal of Submission

Requests for withdrawal of a submission shall be allowed if the request is made before the closing time for the contract to which it applies. Requests shall be directed to the Clerk in writing by letter or email, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests shall not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Addendums

The Municipality may, at its discretion, amend or supplement the documents for this request by addendum at any time prior to the closing date for receipt of Proposals. Changes to the request documents shall be made by ADDENDUM ONLY. Such changes made by addendum shall be supplementary to and an integral part of the request. All addendums must be signed and included in the final submission acknowledging all addenda issued by the Municipality. While the Municipality will endeavor to provide notification of the issuance of an addendum to prospective Bidders, the Municipality assumes no liability for the notification, and it is the responsibility of each Bidder to monitor and determine whether any addendums have been issued by the Municipality. All addendums will be posted on the Biddingo website along with the Municipality of St.-Charles website under Request for Proposals / Tenders.

Detailed Specifications/Scope of Work

The Municipality of St.-Charles (herein after referred to as the Municipality) is requesting tenders for the design, supply, and install of a 72-niche outdoor columbarium:

- **with** a concrete base suitable for the structure supplied by the successful bidder.
- **without** a base.

Please refer to Schedule A for columbarium specifications. Delivery to be estimated for the Summer / Fall of 2025, upon approval of design and location by the Bereavement Authority of Ontario.

Assumptions & Constraints

The Municipality will not be held liable for any errors or omissions in any part of this Request. The information contained herein is supplied solely as a guideline for the responding Bidder. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Request is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in the Request. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

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

The successful Bidder will employ only orderly, competent, and skillful employees to ensure that the services are carried out in a confidential, respectable, and efficient manner.

The successful Bidder will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial, and/or federal legislation.

The successful Bidder will, throughout the term of the contract, obtain and maintain in force a General Liability Insurance of not less than \$5,000,000.00 (per occurrence) inclusive, to indemnify and hold harmless the Municipality of St.-Charles against any liability for property damage or personal injury, including death which may arise from the Bidder's operations under this contract; and / or the successful Bidder will be required to provide Professional Liability Insurance coverage in the amount of not less than \$5,000,000.00 per occurrence.

The successful Bidder and its employees may have access to information confidential to the Municipality. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law, the successful Bidder agrees that

it and its employees who have access to this information will not either during the term of the agreement or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful Bidder's behalf or on behalf of any third party, any such information

The information, reports, documentation, plans, etc. that are a product of this award by the successful Bidder, will become the exclusive property of the Municipality of St.-Charles.

Municipal Freedom of Information and Protection of Privacy Act

All correspondence, documentation and information provided shall become the property of the Municipality. Any personal information required on the documentation presented is received under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, 1989, RSO, 1990. This information will be an integral component of the proposal submission.

Terms and Conditions

Relating to the submission document:

- ☐ **Provincial and Federal Taxes (H.S.T.)** - Tenders shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The Bidder shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)
- ☐ **Costs, Deliverables & Timelines** – as set out in Schedule A
- ☐ **Declaration** - Signed declaration must be submitted (Page #11)
- ☐ **Email Submission**- Acknowledgement of email submission disclaimer (Page #3)
- ☐ **Other** – Bidder's may include any additional information regarding their firm and / or services that may prove beneficial to the evaluation of the proposal. These would be provided in the form of appendices.

Relating to the Successful Bidder:

- **Contract** - The successful bidder may, within ten (10) days after being advised that they are the successful Bidder, execute a contract in duplicate to the Municipality. A delivery date will also be agreed upon.
- **Notice of Acceptance** - Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the successful Bidder at the number given by the Bidder.
- **Payment** - Shall be made upon receipt of invoice following the receipt of the product (net 30 days) with completion of the work to the satisfaction of the Municipality.
- **Price** - The Bidder shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are

requested by the Municipality beyond the original scope of work described in this Request, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of St.-Charles.

- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- **Public Record** - Any personal information required on the proposal form is received under the authority of the Municipality. This information will be an integral component of the Tender submission. All written proposals received by the Municipality become a public record; once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.
- **Conflict of Interest** - Proponents shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to the Municipality, its Elected Officials, Officers, Employees and / or the present Bid Solicitation. Where, in the Municipality's opinion, a significant conflict of interest is found to exist and cannot be sufficiently mitigated, the Municipality reserves the right to disqualify the Bidder from participating in the Bid Solicitation.

Health and Safety

General: Contractor must comply with the Occupational Health and Safety Act (OHSA), the Regulations for Construction Projects, the Municipality of St.-Charles Safety Policy and as well as complying with the prescribed requirements legislated in the Regulations for Industrial Establishments.

Competent person: Contractor 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 St.-Charles Safety policy.

Equipment & tools: All equipment and tools used by the contractor shall conform to Canadian Standards Association (CSA) or manufacture specifications. The Municipality of St.-Charles 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 worksite 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 times while working on the job site.

Fall protection: Safety harness and lanyard are required by anyone working more than three (3) meters above a surface. The safety harness must be secured to a fixed support

so that a worker cannot fall more than five feet. Proof of certification shall be submitted before starting any work at height.

WHMIS: No hazardous material is to be stored or used on the work site by the contractor unless the prescribed requirements concerning labelling Material Safety Data Sheets (MSDSs) and worker instruction and training are met.

MSDS: Material safety data sheets for all hazardous products shall be kept on site.

Weekly safety meetings: Contractor shall conduct weekly safety meetings with their workers and identify concerns or potential hazards on the job site. Weekly safety meeting shall be signed by all workers and a copy of the safety meeting shall be submitted to the contract administrator weekly.

Proof of training: The contractor shall submit within five (5) calendar days after the contract award, copies of WHMIS, copies of health and safety awareness, first aid certificate and certificates pertaining to the work being done for all workers working on the job site.

Reporting: Contractor 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: Contractor shall comply with OHSA regulations.

Health & Safety Station: Contractor shall provide at all times a dedicated station for workers to have access to the Contractors H&S manual, the Emergency Response Plan, the OH&S Pocketbook, MSDS sheets, WSIB information, Eye wash stations and Emergency Aid Kit.

WSIB: Prior to commencement of any work herein, the successful Bidder shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award. The successful proponent shall maintain it in good standing and shall provide the Municipality current Certificates of Clearance when requested.

Selection Criteria

A combination of quality, experience and price will determine the successful firm. More specifically:

- The proponents' experience overall and particularly in relation to similar projects.
- The proponents project management experience in managing subcontractors and delivering a seamless product to the client.
- The quality of the proposal
- The quality of the proposed product.
- The proven ability to stay within the project budget and meet project completion target date.

- Any additional features or advantages uniquely proposed by the proponent which the municipality has not identified in the project deliverables or description.
- The proponent's financial proposal

The Municipality of St.-Charles is not obligated to award the service contract to the lowest or any firm. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Municipality of any tender or by reason of any delay in the acceptance of a tender as well, any expenses incurred by the Bidder in the preparation of the Tender submission are entirely the responsibility of the Bidder and will not be charged to the Municipality.

Scoring Rubric

The following sets out categories, and descriptions of the rating criteria for the RFT.

In the event of a tie, the selected respondent will be the respondent with the highest score on the non-price criteria.

Rating Criteria

Rating Criteria per Category	Maximum Rating Points
Demonstrated Project understanding	10
Project Methodology	15
Project leadership and Team	15
Experience on Projects of a similar nature	10
References	20
Schedule	10
Proposed fee structure	20
Total	100

Pricing Evaluation

The Municipality will determine the preferred proponent by using an evaluated bid formula where the bid price will be divided by the technical score (Rating Criteria points)

$$\text{Bid Evaluation Example} = \frac{(\text{Bid Price})}{\frac{\text{Rating Points}}{100}}$$

The proponent with the lowest “Adjusted bid” shall be deemed to be the preferred proponent. An example of the adjusted bid algorithm is in the table below. In this example Proponent B is the preferred proponent. The adjusted bid price will be used for award purposes only and will not change the actual bid which will be used for payment purposes.

Proponent	Bid Price	Technical Score/100	Adjusted Bid
A	\$1,200,000	.85	\$1,411,765
B	\$1,250,000	.95	\$1,315,789

Declaration

To: The Municipality of St. Charles

Sirs: I / We the undersigned acknowledge receipt of and having carefully examined the Request and "Specifications" set forth in Schedule "A" and hereby offer to submit this Proposal in accordance with, and as required by the said documents at the price set forth in "Schedule "A" hereto.

I / We understand and accept that the prices set forth in this Tender Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.

I / We understand that this Agreement terminates in the event that I / We fail to perform the work to the satisfaction of the Municipality.

I / We understand that the lowest or any quote will not necessarily be accepted and that TO BE CONSIDERED, Tender Forms must be in the Municipal Office by the Submission Deadlines and Methods.

GENERAL CONDITIONS

1. The Bidder shall discharge all liabilities incurred by them for labour, materials and services used or reasonably required for use in the performance of this Agreement on the date upon which each becomes due and all liabilities incidental thereto.
2. The respondent understands and agrees that they are not, nor is anyone hired by them covered by the Municipality under The Workers' Compensation Act, and they shall be responsible for, and shall pay all dues and assessments payable under The Workers' Compensation Act, The Unemployment Insurance Act or any other Act, whether Provincial or Federal, in respect of themselves, their employees and operations, and shall, upon request, furnish the Municipality with satisfactory evidence that they have complied with the provisions of any such Act. If they fail to do so, the Municipality shall have the right to withhold payment of such sum or sums of money due to them that would be sufficient to cover their default, and the Municipality shall have the right to same.
3. The Bidder to supply proof of Workers' Compensation and -\$5,000,000.00 liability insurance.
4. The Bidder covenants and agrees with the Municipality to indemnify it and save it harmless from all claims by third parties arising out of the performance of this Agreement.
5. The price, as proposed by the Bidder, includes all limits of the work project.
6. The Bidder declares that they have or will pay forthwith all Provincial and Federal Taxes that apply to the said equipment.
7. Notice of acceptance may be made by fax, email, or telephone, with written confirmation of same to follow, to the Bidder at the numbers given by the Bidder.

Name and Address of the Bidder

Phone:**Fax:****Email:**

The Respondent declares:

- No person, firm, or Municipality other than the Bidder, has any interest in this proposal or in the proposed services for this proposal.
- This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, Firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud.
- No member of the staff of the Municipality of St.-Charles is or will become interested directly or indirectly; as a contracting party, partner shareholder, surety or otherwise; or in the performance of the service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from.
- The content and requirements of this proposal document have been read and understood.
- All prices are quoted in Canadian funds.

All or any proposals are not necessarily accepted.

Signed at _____ this ____ day of _____ 2025.

Print Name – Witness_____
Print – Bidder,_____
Title - Bidder_____
Signature - Witness_____
Signature – Bidder

Schedule "A" - Specifications/Scope of Work
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I (Name of company) do hereby submit the following bid price to perform the related work as outlined in the Scope of Work.

Scope	Services	Quantity (Hours)	Price	Total
1.	All labour, equipment and materials to do the work described herein with the cost of the base			
2.	All labour, equipment and materials to do the work described herein without the cost of the base			

Scope of Work

The Municipality of St.-Charles is requesting a 72-niche, hexagon style, grey granite columbarium with black granite doors. Scope one (1) will be **with** the supply and installation of an approved base and Scope two (2) will be **without** the supply and installation of the base. Please include all costs such as delivery, installation, and crane service etc. **An agreeable delivery date will be chosen upon award for the Summer / Fall of 2025.**

Proposed availability date: _____ in terms of days/weeks after awarding the quote.

1. Ownership of both hardcopies and digital copies must be transferred to the Municipality of St.-Charles upon completion of the project.
2. Record drawings and / or final reports must be submitted to the Municipality within two (2) weeks of project completion. Record drawings must contain survey data from the construction period.
3. Detailed breakdown of quantities and cost estimates for the Municipality budget purposes, and construction estimates if required.
4. Fees shall include all costs associated with undertaking any inspections, purchasing software or equipment, sub-consultants, etc. required to complete the work.
5. Disbursements and expenses shall include reasonable costs to complete the work.
6. A brochure or similar documentation describing the proposed columbarium to be supplied.
7. Design drawings and specifications of the supplied columbarium.
8. Specifications and / or drawings should detail the internal and external layout of the structure including interior and exterior walls, roof, doors, hinges, latching and/or locking mechanisms, plaques and or inscription areas, ventilation

- structures, foundation, and footings (if applicable) and columbarium cabinets.
9. Specification documents should detail the materials (including types of metal and types of stone, where applicable) that would be used for each component part.
 10. Specifications will describe, where appropriate, how the component pieces are attached, bolted, adhered, or connected to one another in order to form the structure.
 11. Any and all warranty information.
 12. Additional details such as costing of available memorialization options if applicable (etching, engraving, plaques etc.)

All or any proposals are not necessarily accepted.

Please see attached map for locations.

Name and Address of the Company

Phone: _____

Fax: _____

Email: _____

Signed this ____ day of _____ 2025.

Print - Name & Title

Signature of person with authority to bind the Company.

Please attach Acknowledgement of Email Submission Disclaimer (page 3) if submitting electronically.

Schedule B

Please provide a corporate profile of your company, including an overview of your product offerings, your business model, and what differentiates you from your competitors

References

Reference 1	
Organization Name	
Contact Name	
Contact Title	
Address	
Telephone #	
E-Mail address	
Description of services provided	

Reference 2	
Organization Name	
Contact Name	
Contact Title	
Address	
Telephone #	
E-Mail address	
Description of services provided	

Reference 3	
Organization Name	
Contact Name	
Contact Title	
Address	
Telephone #	
E-Mail address	
Description of services provided	