

**REQUEST FOR PROPOSALS**  
**FOR THE CONSTRUCTION AND DELIVERY**  
**OF BENCHES AND PICNIC TABLES**

**PROPOSALS DUE: June 28, 2019**

**RURAL MUNICIPALITY OF VICTORIA**  
**P.O. BOX 7**  
**VICTORIA, PE C0A 2G0**

**Tel#:** (902) 658 2541  
**Fax#:** (902) 658 2541  
**Email:** [VictoriaMunicipalityPEI@gmail.com](mailto:VictoriaMunicipalityPEI@gmail.com)

## **1.0 GENERAL**

The following is a request for proposals for the provision of benches and picnic tables as specified within this document.

## **2.0 INSTRUCTIONS TO PROPONENTS**

### **2.1 Submission**

The proponents shall submit, by electronic means, a proposal clearly labeled with the proponent's name and address. Proposals are to be submitted to:

[victoriamunicipalitypei@gmail.com](mailto:victoriamunicipalitypei@gmail.com)

Attention: Jaclyn Casler, Chief Administrative Officer, Rural Municipality of Victoria

No later than 4:00 pm on June 28, 2019

### **2.2 Contact and Addenda**

All inquiries concerning this Request for Proposal are to be directed to:

Attention: Jaclyn Casler, Chief Administrative Officer, Rural Municipality of Victoria

Email: [victoriamunicipalitypei@gmail.com](mailto:victoriamunicipalitypei@gmail.com)

### **2.3 Proponents Requirements**

The successful proponent shall be required to be registered to carry on business in accordance with applicable laws of the Province of Prince Edward Island.

## **3.0 PROPOSAL REQUIREMENTS AND EVALUATION**

The proponent shall identify themselves and provide two references.

Please also provide anticipated delivery date, recognizing that the tourist season is upon us.

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### **3.1 Evaluation of Proposals**

The evaluation of the proposals shall be based on the factors presented as follows:

Rating Factors Weight Factor

- Cost
- Projected lifespan
- Delivery schedule

### **3.2 Proposal Submission Format**

Submissions shall meet the following formatting or they may not be evaluated.

- Can be printed on paper Size - 8 1/2" x 11";
- Minimum font size - 11-point Times or equal;
- Minimum margins - 12 mm top, bottom, left, and right;

### **4.0 TERMS OF PAYMENT**

The selected proponent shall be reimbursed 50% up front, 50% upon successful delivery and review of the benches.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the proponent is responsible.

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## 5.0 TERMS OF REFERENCE

### 5.1 Deliverables

#### Product 1

6 cedar benches with arms and backs  
72" in length, 36" in height  
18" deep seat, slight curve  
Back rest is 18" high

#### Product 2

3 cedar benches, no backs  
76" long  
14" wide  
18" high

#### Product 3

2 Wheelchair accessible picnic tables  
Pressure treated legs, and spruce seating and top

### 5.2 Installation

When quoting on the delivery of these items, please note that they are intended to be installed and somehow secured at the following locations in the Rural Municipality of Victoria.

#### **Cedar Bench**

- 2 at the seawall
- 2 at the parkette (seawall area)
- 2 at the greenspace area on Dunrovin Street

#### **Cedar Bench**

- At basket ball space on Dunrovin Street

#### **Picnic Table INSTALLATION**

- At basket ball space on Dunrovin Street

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### 5.3 Documents

Here is a picture of the required Cedar Bench (with arms and back) to specifications. Please note that these benches are currently installed outside of the Victoria Playhouse on Main Street and the intent of this RFP is to match currently existing benches.



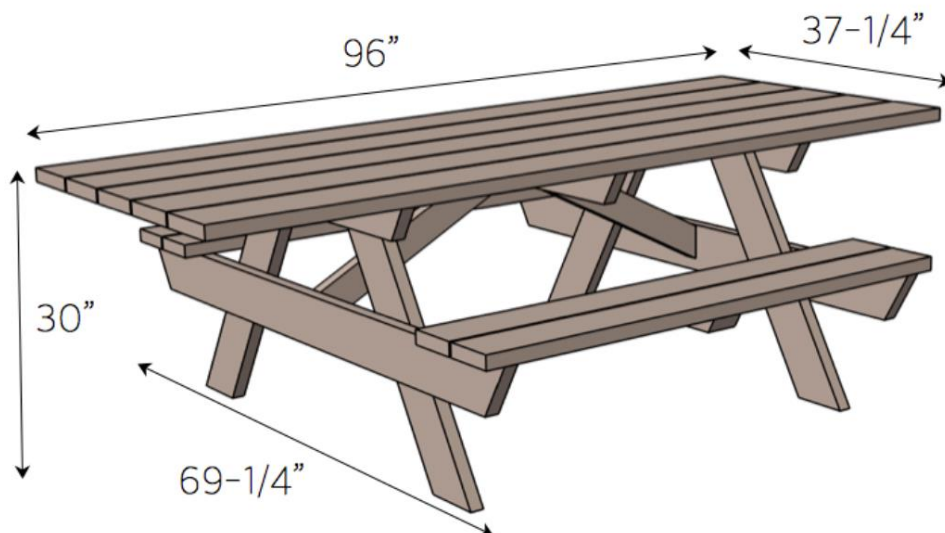
Here is a picture of the preferred Bench with no back.



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Here is a picture of the preferred picnic table.



### **5.3 Proposed Schedule**

Request for Proposal Issued June 20, 2019

Submission of Proposal June 28, 2019

Award of Contract July 9, 2019

Delivery of Benches and Picnic Tables ASAP

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#### 4.0 TERMS AND CONDITIONS

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposals and any addenda issued in relation to this Request for Proposals.
- The Municipality will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Municipality of Victoria does not bind itself to accept the lowest price or the highest score of any proposal submitted.
- The Municipality has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or reissuing of the Request for Proposals.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provides the best potential value to the Municipality and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
- In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
- The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the Municipality and issuing of a Letter of Intent.
- Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals.
- The proposal, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Municipality and will not be returned.

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#### **4.1 Validity of Offer**

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

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