



**Request for Proposal  
South Porcupine Beginner Driver Education  
Proposal Number 11-NC-1201DE**

Opening Date:	<b>12/01/11</b>
Closing Dates:	Consideration will be given to your proposal only if you have registered by submitting a Letter of intent by December 14 <sup>th</sup> , 2011 2:00 p.m. and your proposal is received no later than December 22 <sup>nd</sup> , 2011 at 2 p.m. local time
Submit To:	Submit Three (3) copies of the proposal to:  John Harrington, Purchasing Officer, Northern College, Haileybury Campus 640 Latchford St, P.O Box 2060 Haileybury, Ontario POJ 1K0
Questions Related to RFP Must Be Directed by Email To:	Christina Jupp, Program Assistant <a href="mailto:juppc@northern.on.ca">juppc@northern.on.ca</a>  -C.C. John Harrington, Purchasing Officer <a href="mailto:harringtonj@northern.on.ca">harringtonj@northern.on.ca</a>

**NOTE: Proposals received by fax or email will not be accepted**

## **Section 1 INTRODUCTION**

### **Purpose**

Northern College is soliciting Request for Proposal (RFP) as outlined in the terms and conditions of this RFP for qualified Proponent to provide Ministry approved Driver's education training. The successful Proponent would be required to provide both in-class and in-vehicle, for our Continuing Education department located at 4715 Highway 101 East, Timmins, ON.

### **Length of Contract**

The contract will be for a three (3) year term, subject to annual review beginning April 1st, 2013. A further term may be approved at the mutual option of the College and the successful bidder for a one (1) additional two (2) calendar years, subject to annual review.

Approval of the further term above will depend on the satisfaction of performance by the successful bidder with the department and the rate increase, if any.

## **Section 2 COMMUNICATION, RFP COORDINATOR, CLARIFICATION AND AMMENDMENTS TO RFP**

### **Communication**

It is vital to Northern College that the process leading to the recommendation of a supplier and the conclusion of an agreement be seen to be open and fair and that each of the respondents is treated equally. No respondent can be seen to be deriving, intentionally or otherwise, an advantage of information, which is not equally available to all other respondents, nor is it acceptable that any advantage or information be sought or obtained from any unauthorized Staff of Northern College, or any benefit derived from and special or personal relationship or contracts. Therefore, all communication, including request for information between respondents to the RFP and Northern College, must be with the RFP Coordinator.

**All questions related to the RFP must be directed by email to:**

Christina Jupp, Program Assistant [juppc@northern.on.ca](mailto:juppc@northern.on.ca)

-Cc: John Harrington, Purchasing Officer [harringtonj@northern.on.ca](mailto:harringtonj@northern.on.ca)

### **RFP Clarification Questions**

It is the responsibility of proponents to seek clarification from the RFP Coordinator on any matters it considers to be unclear. Northern College will not be responsible for any misunderstanding on the part of proponents concerning the RFP or RFP Process.

All answers to questions, to this RFP shall be communicated to proponents in the same manner in which the questions were received. Northern College reserves the right to edit clarification questions or to consolidate any clarification questions which are repetitive and provide a response by posting a single answer to a particular question.

**The cutoff date for all submission of questions related to this RFP is 12/15/11, 2:00 p.m. Northern College will endeavor to answer all questions related to this RFP by 12/16/11, 4:00 p.m.**

## **Section 3 LETTER OF INTENT, SUBMISSION, AMENDMENT AND WITHDRAWAL OF PROPOSAL**

### **Letter of Intent & Proposal Submission**

To be eligible for consideration, for RFP 11-NC-1201DE the following dates must be met:

Letter of Intent, **See Appendix "B" by 12/14/11, 2:00 pm (local time)**

Proposal submission, **See Appendix "A"** by **12/22/11 2:00 pm, (local time)**

Addressed to:

John Harrington, Purchasing Officer  
Northern College, Haileybury Campus  
640 Latchford, P.O Box 2060  
Haileybury, ON P0J 1K0  
Email: [harringtonj@northern.on.ca](mailto:harringtonj@northern.on.ca)

### **Pricing**

The Pricing Sheet must be enclosed and sealed in a separate envelope and included with your submission in order for your bid submission to be considered. Upon completion of the evaluation process, only those envelopes submitted by vendors whose services are deemed to meet the needs of the College will be opened and their pricing will be considered as the final phase of this call.

### **Withdrawal or Amendment of Proposal**

A proponent that submits a Proposal to Northern College may withdraw its proposal by delivering a written notice to Northern College's Purchasing Officer by email at the address provided above before the closing time, indicating that the proponent is withdrawing its proposal. Please quote Proposal Number 11-NC-1201DE in the subject line of the email.

A proponent may amend its proposal only by delivering a written notice to Northern College's Purchasing Officer at the address provided above before the closing time, indicating that the proponent is amending its proposal accompanied by an amended proposal in a sealed envelope or package. Any amended proposal must comply with all requirements to the RFP that are applicable to the proposal that it is replacing. The last proposal received by Northern College before the closing time shall supersede and invalidate any proposal previously submitted by the proponent.

### **Proposal Irrevocable by Proponent**

Subject to a withdrawal by the respondent prior to the closing time, proposals shall be valid and shall remain in effect and open for acceptance by Northern College for ninety (90) calendar days following the closing time.

### **Instruction Non-Compliance**

Proponents are expected to complete their proposal in accordance with the instructions in this RFP. Any non-compliance with the instruction or failure to provide information set out in the RFP by a proponent may result in the proponent's proposal being disqualified.

## **Section 4 NORTHERN COLLEGE RIGHTS**

### **Rejection of Proposals**

Northern College reserves the right to reject any, or any part of, or all tenders and also reserves the right to award a contract to other than the bidder submitting the lowest bid.

At the election of Northern College, rejection of proposals will occur when:

1. the submission (letter of intent/RFP) is received after the specified closing date and time
2. the mandatory bidder's briefing and site visit is not attended
3. proper authorization has not been granted for the use of copyrights, patents, licenses, standards, approval of products and or services from appropriate manufacturers, government agencies or industry associations
4. unauthorized communication has taken place with any executive or board member of the College as well as any director, agent or employee of the College without prior approval from the College's Purchasing Officer.

5. the submission is received from a person or company that is or which has been involved in litigation with Northern College within the five year period immediately preceding the date on which the RFP was published
6. the submission is received from a person or company which in the opinion of Northern College or its professional advisors, does not possess the financial, technical, personnel, experience, or other resources that may reasonably be expected to be necessary in order to carry out the obligations that the bidder proposes to assume under the terms of its bid.

#### **Right to Amend, Supplement or Cancel RFP**

Northern College, without liability, cost or penalty may do all or any of the following acts:

1. at any time prior to the Closing Time, alter the date and/or time specified as the Closing Time;
2. at any time prior to or after the Closing Time, alter any other dates in this RFP;
3. at any time prior to or after the Closing Time, cancel this RFP; and
4. Any amendments or supplements to this RFP shall be communicated to Respondents in the same manner in which this RFP was issued (Northern College Web site). Any amendments or supplements to this RFP made in any other manner shall not be binding.

#### **Proposal Acceptance**

Neither the proposal with the lowest cost nor any proposal will necessarily be accepted. Cost is an important element in the selection process, but there are other evaluation criteria in the RFP that Northern College will consider in evaluating proposals.

#### **Right to Waive Irregularities**

Northern College, without liability, cost or penalty, may, in its sole discretion, waive irregularities in any proposal which Northern College, in its discretion, determines to be non-material.

#### **Right to Clarify Proposals**

Northern College, without liability, cost or penalty, in its sole discretion and at any time after the submission of a proposal, may seek clarification from any respondent with respect to its proposal. Any written information received by Northern College from a respondent in response to a request for clarification by Northern College shall be considered an integral part of the respondent's proposal.

#### **Limited Submissions Received**

In the event that the College receives less than three (3) responsive bid submissions, the College, at its sole discretion, reserves the right not to proceed and may delay/change the closing date and/or cancel the process as it deems appropriate.

#### **Withdrawal**

Northern College reserves the right to withdraw, cancel or postpone this RFP at anytime and will not be liable for any expense, cost, loss or damage incurred or suffered by any bidder as a result of such withdrawal.

#### **Bid Acceptance Period**

This RFP submission is irrevocable and is to remain open for acceptance by the College for a period of ninety (90) calendar days after the date and time set for submissions of RFP. Northern College may at any time within the above ninety (90) day calendar period accept this tender whether or not any other tender has previously been accepted.

## **Section 5      REQUEST FOR PROPOSAL SCOPE**

### **Project Description**

Northern College is seeking qualified Proponents to provide and delivery Ministry regulated driver's education, in-class and in-vehicle throughout the calendar year. The number of course offerings vary from one to two courses per calendar month. Historically, these second courses occur during March break and

spring break. Northern College currently owns their own Driver Simulator and would like for the successful Proponent to utilize during their training curriculum.

### **Expectation**

#### **The Proponent is responsible for the following:**

- Provide Safe certified vehicles, with insurance
- Curriculum (Ministry approved)
- Provide certified instructors to teach both in-class and in-vehicle training
- Communicate regularly with assigned coordinator
- Certification of WHMIS annually, and complete AODA training

#### **The College will provide the following:**

- Marketing and promotion of Beginners Driver Education program
- Register student and verify the students have a valid G1
- Maintain all records in accordance with MTO Standards
- Provide successful proponent with a comprehensive class list of students requiring in class instruction (list to contain: name, contact phone number, school attending , home address)
- All forms required to track student in-class training
- Driving Simulator
- Receive payment from student

#### **Historical Data:**

- 2010 Academic Year
- 17 Courses
- 153 Students

## **Section 6 REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS**

**This section outlines the requirements that must be complied with in order for a Proposal to be considered by the Northern College.**

### **Mandatory RFP Submission Requirements**

- 1 Cover Letter (2 page maximum)**
  - a. Provide an overview of your company and general information including approach to be used to complete the training.
- 2 Education Program for Eligible Enrolled Students**
  - a. Outline the curriculum (Ministry approved) to be delivered
  - b. Describe procedures to modify the curriculum plan
- 3 Vehicles**
  - a. Describe the vehicles fleet, maintenance and inspections program to be performed on the vehicles
- 4 Monitoring Instruction**
  - a. Describe how instruction shall be monitored to ensure the curriculum is being taught
- 5 Compliance and Other Requirements**
  - a. Provide a list and qualifications of employees who provide services to students and how they are selected
- 6 Coordination Between the Proponent and Northern College**
  - a. Describe the plan for coordinating services between the Proponent and the Northern College program coordinator
- 7 Accident Reports**
  - a. Describe the procedure in the event of an accident involving a student enrolled in the program or a car operated by the contractor while performing obligations under the contract with the College

## **8 Rates for Eligible Students**

- a. Submit a budget showing price per student for: In-class Only, and In-vehicle only
- b. Prices are all inclusive of the cost of labour, materials, equipment fees and licensing required to complete the Work, excluding GST.

## **9 No Shows and Cancellations of Behind the Wheel Lessons**

- a. Describe the procedure if a student cancels or is a no-show for a in-vehicle lesson, this is to include any applicable costs, and number of days

## **Insurance Coverage**

Commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2 Million per occurrence: including cross-liability clause; products and completed operations liability; contractual liability coverage; tenants legal liability; non-owned automobile coverage with blanket contractual and physical damage coverage for hired automobiles. Vehicle liability insurance should be not less than \$1 Million per occurrence and WSIB as required. Certificates of insurance naming Northern College as an additional insured must be provided once agreement has been signed. The Proponent and their insurance company shall provide copies of all insurance notices of changes to terms, conditions, or limits, including , but not limited to, noticed of cancellation or nonrenewal not less than 30 days prior to effective date.

## **Conflict of Interest**

The proponent must confirm that except as disclosed in its proposal, the proponent and any proposed subcontractors do not and will not have any actual or potential conflict of interest in submitting a proposal or, if selected, in fulfilling their obligation to Northern College under this RFP and under any Agreement that may follow.

Any real, potential, or apparent conflict of interest must be fully disclosed in writing to Northern College's Purchasing Officer at the time of submission of this proposal. Northern College will determine the possible effect the conflict will have on the Request for Proposal and any contractual agreements that may be developed through such an RFP.

## **References**

The proponent must submit three (3) references with its proposal, **see Appendix "C"**. The references should be from clients for whom the proponent has provided goods and/or services that are similar to the deliverables within the last 5 years. The proponent should provide the name, telephone number and email address of a contact person for each reference and a brief outline of the nature of goods and/or services provided by the proponent to the client named as the reference.

**In addition to the references to be provided by the proponent as set out in the preceding paragraph, Northern College reserves the right to request the proponent to provide the names of one or more references if required.**

Northern College, in its sole discretion, may confirm the qualifications and experience of the proponent (and if applicable, each proposed subcontractor) by checking the references provided by the proponent at any time during the RFP process. By providing information about references in their proposal, proponent's represent, warrant and certify that they have the legal authority to do so including any consent required.

## **Information about Subcontractors**

The Respondent must include in its Proposal the name of any subcontractor that the Respondent proposes to use in connection with the Project and information about the business organization of the subcontractor, such as whether the subcontractor is an individual, a sole proprietorship, a corporation or a partnership.

The Respondent must indicate whether any subcontractor is an existing service provider to the Respondent or Northern College, its experience, and its ability to meet all applicable requirements set out in this RFP.

The Respondent must describe the contractual or other arrangement between the Respondent and all of the subcontractors it proposes to use in connection with the Project.

The Successful Proponent will be the prime contractor, and Northern College will at no time, during the term of the Agreement, enter into any legal agreement with the Successful Proponent's subcontractors with respect to the Deliverables to be provided under the Agreement.

In any case where the Respondent proposes to use another entity to assist in any manner in the provision of the Deliverables, such other parties shall be named as subcontractors, and the Respondent will be required to act as the prime contractor and take overall responsibility for the successful provision of the Deliverables.

## **Section 7 EVALUATION, AGREEMENT AND PROPOSED WORK PLAN**

### **Methodology**

This is a multi-stage proposal process which gives consideration to both the qualification of the proponent and price. This process will be based on the following steps:

### **Stage 1 – Vendor Qualifications**

#### **Phase 1 – Request for Information**

Vendor submissions will first be evaluated by an Evaluation Team that has specific expertise in beginner driver education training. This initial evaluation will be based solely on the information provided in the Request for Proposal Submission requirements, as outlined in Section 6. Each submission will be scored using a pre-set marking scheme prior to advancing to Phase I.I

### **Stage 2 – Scoring**

#### **Phase I – Technical Score**

Each Vendor will be scored based on the Request for Information in Stage 1. Stage 1 scores will be combined for a total Technical Component Score.

<b>Section</b>	<b>Description</b>	<b>Score</b>
<b>Cover Letter</b>	<b>Provide an overview of your company and general information including approach to be used to complete the training.</b>	<b>10</b>
<b>Education Program for Eligible Enrolled Students</b>	<b>Outline the curriculum (Ministry approved) to be delivered</b>	<b>5</b>
	<b>Describe procedures to modify the curriculum plan</b>	<b>5</b>
<b>Vehicles</b>	<b>Describe the vehicles fleet, maintenance and inspections program to be performed on the vehicles</b>	<b>5</b>
<b>Monitoring Instruction</b>	<b>Describe how instruction shall be monitored to ensure the curriculum is being taught</b>	<b>5</b>
<b>Compliance and Other Requirements</b>	<b>Provide a list and qualifications of employees who provide services to students and how they are selected</b>	<b>20</b>
<b>Coordination Between the Proponent and Northern College</b>	<b>Describe the plan for coordinating services between the Proponent and the Northern College program coordinator</b>	<b>10</b>
<b>Accident Reports</b>	<b>Describe the procedure in the event of an accident involving a student enrolled in the program or a car operated by the contractor while performing obligations under the contract with the College</b>	<b>5</b>
<b>No Shows and Cancellations of Behind the Wheel Lessons</b>	<b>Describe the procedure if a student cancels or is a no-show for a in-vehicle lesson, this is to include any applicable costs, and number of days</b>	<b>5</b>

### **Phase II – Pricing Score**

The Pricing will be scored using a pre-set marking scheme by the Evaluation Team. This score will be combined with the Technical Component Score for a Total Final Score.

<b>Section</b>	<b>Description</b>	<b>Score</b>
<b>Cost per Training</b>	<b>Cost for In-Class</b>	<b>15</b>
	<b>Cost for In-Vehicle</b>	<b>15</b>

**The Vendor with the highest Total Final Score will be recommended for award.**

### **Stage 3 – Selection of Proponent**

Subject to the terms and conditions of this RFP, the proponent whose proposal has the highest overall score based on the methodology set forth in the RFP will become the selected proponent and Northern College will issue a notice of intent to the proponent. In case of a tie between responsible proponents with substantially equal qualification, the tie proponents may be invited to resubmit written bids below their original bid. As an alternate, all bids may be rejected and new bids solicited. Any proponent who has not been approved to proceed further in the procurement process may request a debriefing from Northern College as outlined in Section 8 of this RFP.

### **Form of Agreement**

Within 14 days following the issuance of a Letter of Intent (or such other period as deemed required by Northern College in its discretion), Northern College will prepare a proposed form of agreement to be made with the selected proponent. The proposed form of agreement will be based substantially on the terms and conditions outlined in this RFP.

### **Proposed Work Plan and Time Lines**

Northern College has established the dates set forth below for the completion and various activities contemplated by this RFP. Note that dates may be altered as required by the College in accordance with the provisions of the General Terms and Conditions set forth in this RFP.

<b>Activity</b>	<b>Date</b>
RFP Issue	<b>12/01/11</b>
Letter of Intent Closing	<b>12/14/11 2:00 P.M.</b>
RFP Closing	<b>12/22/11 2:00 P.M.</b>
Finalize Agreement	<b>01/31/12</b>
Commencement Date for Project	<b>04/01/12</b>

## **Section 8 EVALUATION, CONTRACT AWARD AND DEBRIEFING**

### **Evaluation**

1. Proposals will be evaluated on the basis of information provided by the proponent at the time of submission as well as any additional information provided during subsequent meetings with the proponent(s) at the option of Northern College and the previous experience of the proponent in this marketplace. Northern College is subject to the provisions of the Freedom of Information and Protection and Privacy Act. Please note: **The lowest or any bid may not be necessarily accepted.**
2. Proposals will be evaluated by a selection team comprised of not less than three (3) Northern College employees or professionals in the community. The selection team will screen each proposal to ensure the proponent is compliant with this proposal. The acceptability of any submission will be determined by the selection team who, following the closing date, reserves the right to negotiate with the preferred proponent(s) and add to and/or delete any items required in the proposal. Negotiations may take place with the selected proponent(s) without obligation to recall proposals or to provide an opportunity for other proponents to quote on the same changes.

3. Northern College does not bind itself to accept the whole, or any part of any proposal. Proposals are subject to a formal contract being negotiated, prepared and executed. Northern College reserves the right to negotiate the terms of the contract. Northern College may, at its sole discretion, terminate negotiation with the selected proponent and negotiate with another proponent of its choice with no liability to the previously selected consultant.
4. Northern College intends to award a contract to the proponent whose proposal offers the best value to the College. However, Northern College is under no obligation to award any contract, in whole or in part, and Northern College reserves the right in its sole discretion to cancel the request for proposal at any time before or after closing without providing reasons for such cancellation.
5. Northern College reserves the right to award all or any part of this RFP to one or more proponents and to exclude items from the contract.

### **Debriefing**

Any bidder who has not been approved to proceed further in the procurement process may request a debriefing from Northern College. Debriefings shall cover a general overview of the evaluation process and discuss the proponent submission. A debriefing can be booked at the conclusion of the procurement process by contacting the Purchasing Officer represented in this RFP.

## **SECTION 9 GENERAL TERMS AND CONDITIONS**

### **General**

Northern College shall make every effort to safeguard the confidentiality of each proposal submission. However, all proposal submissions are subject to the provisions of the Freedom of Information and Protection of Privacy Act.

### **Broader Public Sector Procurement Directive**

Northern College is obligated to adhere to the Ontario BPS Procurement Directives effective July 1, 2011 issued by the Ontario Management Board of Cabinet.

The Purpose of the directive is:

- I. To ensure that publicity funded goods and services, including construction, consulting services, and information technology are acquired by BPS organizations through a process that is open, fair and transparent
- II. To outline responsibilities of BPS organizations throughout each stage of the procurement process; and.
- III. To ensure that procurement processes are managed consistently throughout the BPS

### **Bid Fairness**

The bidder declares that their submission is **NOT** made in connection with any other bidder submitting an offer for the same commodity or commodities, and is in all respects fair and without collusion or fraud.

### **Canadian Funds**

All prices are to be in Canadian funds. Harmonized Sales Taxes (HST) are applicable. The proponent may be requested to provide their HST registration number. Proponents may be required to complete and submit a Government of Ontario Tax Compliance Declaration.

### **Terms of Payment**

Payment shall be made to the proponent within thirty (30) days from the date of the invoice, or otherwise negotiated.

### **Cost to Proponent**

Northern College is not responsible for any costs incurred by the proponent in the preparation of their response to the RFP and the presentation.

### **Contract Negotiations**

Northern College reserves the right to enter into a final negotiation and award the contract to the proponent(s) submitting the proposal that best meets the requirements of this RFP and serves the best interests of Northern College. Northern College reserves the right to award a contract to a proponent (or multiple proponents) selected on an overall best response basis considering all criteria and not solely based on the basis of apparent lowest product cost.

Northern College, at its discretion, may decide to seek "Best and Final Offers" from one or more proponents if additional information is necessary or responses will be altered in order to make a final decision. Proponents may not request an opportunity to submit a "Best and Final Offer."

Northern College reserves the right to accept the best proposal as submitted, without discussion or negotiation, and may do so. Proponents should therefore, not rely on having a chance to discuss, negotiate, and adjust their proposals.

### **Prohibition Against Gratuities**

Northern College may preclude any proponent from proceeding with this RFP if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by the proponent, or any employee, agent, or representative of the proponent, to any executive or board member of the College as well as any director, agent or employee of the College for the purpose of securing an agreement or seeking favorable treatment in respect to the award or amendment of the agreement or influencing the performance of the agreement. The proponent must certify that no executive or board member of the College, as well as officer, director, agent, or employee of the College has benefited or will benefit financially or materially from the proposed agreement. Any agreement may be terminated by Northern College if it is determined that gratuities of any kind were either offered to, or received by any executive or board member of the College as well as officer, director, agent or employee contrary to this policy.

### **Personnel Suspension/Rejection Criteria**

The following conditions will be cause for an immediate request by Northern College for the removal of personnel from the site:

1. use of illicit drugs or alcohol;
2. behavioural instability;
3. criminal acts;
4. persistent problems of absenteeism;
5. persistent performance problems;
6. persistent unacceptable appearance and attitude;
7. inadequate training or experience.

### **Indemnification**

1. The proponent agrees to indemnify, and save harmless Northern College and their officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or equity, arising from or caused by the use of any materials, goods, services or equipment of any kind or nature furnished by the contractor.
2. The proponent's obligation to indemnify Northern College shall be limited to those liabilities arising from the negligence of the proponent in the performance of its obligations under the agreement. In no event shall the proponent be responsible for those liabilities arising from the negligence of Northern College, its agents or employees.

### **Termination**

1. Either Northern College or the proponent may terminate the contract for any reason on forty five (45) days notice in writing to the other party.
2. Should a termination notice be given by either Northern College or the proponent, then the proponent shall continue to provide the services as outlined in the contract documents during the forty five (45) day termination period. Failure by the proponent to comply with these conditions may result in Northern College deducting money from the proponent's invoices, and/or billing the proponent; to ensure that the services as outlined in the contract documents continue to be provided without additional cost to Northern College so that the building remains at an acceptable standard.
3. In case the proponent defaults or delays in executing the work satisfactorily, Northern College may give notice to the proponent in writing that the proponent has made such default. Should the proponent fail to remedy satisfactorily such defaults without delay, or should the proponent become insolvent or abandon the work or otherwise fail to observe the provisions of the Contract then in any part of such cases, Northern College may immediately take the work or portions thereof out of the proponent hands and employ person or persons such as he may see fit to complete the work so taken over. In any case, the proponent shall be chargeable with and remain liable for all loss or damage which may be suffered by Northern College by reason of such default, and shall be liable to Northern College for the cost of doing any such work over and above contract price thereof?

### **Comply with Laws**

The successful bidder shall comply with all applicable statutes, laws, by-laws, regulations, ordinances, notices and orders whether Federal, Provincial, Municipal or otherwise, at any time in effect during the currency of this contract, and all rules and requirements of the Police and Fire departments, or other governmental authorities, and procure all C.S.A. approvals, if required. The successful bidder shall obtain and pay for all necessary permits and licenses, and shall not do or suffer to be done anything in violation of any such laws, ordinances, rules or requirements. If the attention of the successful bidder is called to any such violation on the part of the successful bidder, or of any person employed or engaged by the successful bidder, the successful bidder shall immediately desist from and correct such violation.

### **Notices, Orders, ETC.**

Any notice, order, decision, direction or communication given or required to be given by Northern College under the contract shall be in writing. It shall be deemed to have been received by the proponent on the day it was delivered in person to the proponent, the Supervisor, or if it was mailed to the proponent at the address indicated on the Proposal and Acceptance, on the sixth day following the day on which it was mailed.

# “Appendix A” Submission of Proposal

## Proponent Information Form

This form must be completed, signed and returned with proposal

Closing Date: \_\_\_\_\_

Closing Time: \_\_\_\_\_

**Submit to:** John Harrington, Purchasing Officer  
Northern College, Haileybury Campus  
640 Latchford, P.O. Box 2060  
Haileybury, ON P0J 1K0

<b>RFP REFERENCE NUMBER</b>	
<b>RFP DESCRIPTION</b>	
<b>NAME OF ORGANIZATION</b>	
<b>ADDRESS</b>	
<b>CITY/PROVINCE/ POSTAL CODE</b>	
<b>CONTACT PERSON</b>	
<b>POSITION</b>	
<b>TELEPHONE</b>	
<b>FACSIMILE</b>	
<b>E-MAIL</b>	
<b>SIGNATURE OF AUTHORIZED PERSON</b>	
<b>DATE</b>	

## “Appendix B” Letter of Intent

**Submit to:** John Harrington, Purchasing Officer  
Email: [harringtonj@northern.on.ca](mailto:harringtonj@northern.on.ca)

<b>RFP REFERENCE NUMBER</b>	
<b>RFP DESCRIPTION</b>	
<b>NAME OF ORGANIZATION</b>	
<b>ADDRESS</b>	
<b>CITY/PROVINCE/ POSTAL CODE</b>	
<b>CONTACT PERSON</b>	
<b>POSITION</b>	
<b>TELEPHONE</b>	
<b>FACSIMILE</b>	
<b>E-MAIL</b>	

## “Appendix C” References

Minimum of three (3) references

1		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		
2		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		
3		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		
4		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		
5		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		

## **“Appendix D” Service Agreement**

See attached PDF – Service Agreement