



PART 4

REQUEST FOR PROPOSALS

FORM OF PROPOSAL

Note: Respondent is required to complete Part 4 in its entirety in order to be considered as having submitted a complete Proposal. Part 4 will be provided in Word format to Respondents who return Schedule 2-B – Participation Registration Form.

PART 4 – FORM OF PROPOPOSAL

PROPOSAL FORM 1 PROPOSAL SUBMISSION FORM

RFP Number: RFP 2026-01

Description: Design-Build of Callander Operations Facility

Submitted To: MUNICIPALITY OF CALLANDER

We, _____
(Name of Respondent)

having carefully examined, understood, and completed the Request For Proposals Documents as described in Section 2 – The RFP Documents, and Addendum No. _____ to No. _____ inclusive, and having participated in the mandatory respondents' meeting and familiarized ourselves thoroughly with local conditions, hereby agree to supply the services associated with the Design-Build of New Heated Storage Building as outlined in our Proposal for a total price of:

\$ _____ (\$ _____) excluding HST

which price includes any specified allowance and all taxes (**excluding HST**) except as may be otherwise provided in the RFP Documents, and to furnish all materials, labour, equipment and transportation to perform the entire Work described in the RFP Documents, in the manner prescribed therein, and in accordance with the specifications.

PRICING FOR CHANGE ORDERS / CHANGE DIRECTIVES:

Please quote overhead and profit percentage based on the following project cost ranges:

Project Costs	Overhead %	Profit %
\$0 up to \$9,999		
\$10,000 up to \$49,999		
\$50,000 up to \$99,999		
\$100,000 up to 149,999		
\$150,000 up to \$200,000		
\$200,000 and higher		

Please note that CALLANDER reserves the right to not accept the percentage values provided in the table above and any future change order markups will be reviewed and agreed upon by CALLANDER and contractor.

Please provide the hourly rate of pay for the following (add an additional page for any Positions not listed below):

Position	Hourly Rate
Project Manager	
Estimator	
Scheduler	
Civil Engineering	
Site Supervisor	
Carpenter	
Plumber	
Electrician	
Mechanical Engineer	
Mechanical HVAC technician	
Masonry/Concrete Labour	
Roofer	
General Labour	

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PROPOSAL FORM 1 *cont'd* PROPOSAL SUBMISSION FORM

SEPRATELY PRICED ITEMS:

Please provide separate cost for the following items:

Items	Add	Remove
Heating system		
Option 1: HRV for Shop Area		
Option 2: heat pump for Administration Area		
Electrical:		
Standby Generator		
Equipment:		
75,000lb truck hoist (complete)		

Respondent to complete the below cost breakdown for the building:

Items	Cost
A. EXTERIORS	
A.1 SUBSTRUCTURE	
A.1.1 Foundation	
A.1.2 Excavation	
A.2 STRUCTURE	
A.2.1 Floor Constr.	
A.2.3 Roof Construction	
A.3 EXTERIOR ENCLOSURE	
A.3.1 Walls Below Grade	
A.3.2 Walls Above Grade	
A.3.3 Windows & Entrance	
A.3.4 Roof Covering	
A.3.5 Projections	
B. INTERIORS	
B.1 PARTITIONS & DOORS	
B.1.1 Partitions	
B.1.2 Doors	
B.2 FINISHES	
B.2.1 Floor Finishes	

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B.2.3 Wall Finishes	
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PROPOSAL FORM 1 *cont'd* PROPOSAL SUBMISSION FORM

Items	Cost
C. SERVICES	
C.1 MECHANICAL	
C.1.1 Plumbing & Drainage	
C.1.2 Fire Protection	
C.1.3 HVAC	
C.1.4 Controls	
C.2 ELECTRICAL	
C.2.1 Services & Distribution	
C.2.2 Lighting, Devices, Heating	
C.2.3 Systems & Ancillaries	
D. SITE & ANCILLARY WORK	
D.1 SITE WORK	
D.1.1 Site Development	
D.1.2 Paving	
D.1.3 Fencing	
D.2 ANCILLARY WORK	
D.2.1 Demolition	
Z. GENERAL REQUIREMENTS & ALLOWANCES	
Z.1 GENERAL REQUIREMENTS	
Z.1.1 General Requirements	
Z.1.2 Fees	
Z.1.3 Permits & Insurance	
Total Construction Costs	

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PROPOSAL FORM 1 *cont'd* PROPOSAL SUBMISSION FORM

Purchase is subject to budgetary approval of expenditures.

Proposal Forms:

The information contained in the Proposal Forms, as listed in the Request for Proposals and attached hereto, forms an integral part of this Proposal.

Declarations:

We hereby declare that:

- (a) We will execute the Agreement within ten (10) Working Days of receipt of the Final Agreement;
- (b) We agree to perform and fully complete the Work on or before the agreed upon schedule;
- (c) The Work is to start no later than the agreed upon start date in the schedule;
- (d) Work is deemed to be complete when Work is substantially complete as defined in the Construction Act and the Contractor is demobilized from the site;
- (e) The statutory holdback pursuant to the Construction Act will be 10%;
- (f) We will provide the required evidence of insurance, as specified in the Ontario Northland draft Agreement, with our execution of the Final Agreement;
- (g) For the General Liability Insurance, Municipality of Callander is to be included as an additional insured;
- (h) Coverages and limits of insurances will be provided and maintained by all Subcontractors in accordance with subsection (f) above;
- (i) No person, corporation or other legal entity other than the undersigned has any interest in this Proposal or in the proposed Contract for which this Proposal is made;
- (j) This Proposal is irrevocable for a period of ninety (90) days from the Submission Deadline;
- (k) It is understood and agreed that if this Proposal is accepted, we will not commence the Work until we have executed the Final Agreement and delivered it to CALLANDER and/or we are advised in writing by CALLANDER to proceed with the Work;
- (l) All copies of plans and specifications and other said RFP Documents furnished to us for the purpose of this Proposal are the property of CALLANDER and shall be kept confidential and not divulged in any manner by us. They will not be used on other work by us and will be returned to the issuing office when requested or promptly when not bidding; and
- (m) We have no right to reimbursement by CALLANDER for expenses, both direct and indirect, which may have been incurred by us in preparing this Proposal or otherwise participating in the RFP Process.

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**PROPOSAL FORM 1 *cont'd*
PROPOSAL SUBMISSION FORM**

Signed and submitted for and on behalf of:

Contractor:

(Company Name)

(Street Address or Postal Box Number)

(City, Province and Postal Code)

Signature:

I have authority to bind the corporation.

Name and Title:

Email:

Date at _____ this _____ day of _____, 2026

PART 4 – FORM OF PROPOSAL

PROPOSAL FORM 2 RESPONDENT'S GENERAL INFORMATION

The Respondent must complete this document and submit it as part of his Proposal.

Name <i>Please indicate the complete legal name of the firm</i>	
Tax Registration # (HST)	
Tax Registration # (GST)	
Tax Registration # (QST)	
Address	
Telephone Number	
Fax Number	
Web Address	
Please indicate any other name(s) under which the firm operates (<i>if applicable</i>)	

Owner Partnership Corporation

Relationship (*if applicable*)

Parent Company	
Subsidiaries	
Affiliates	

Ontario Business Yes No

“Ontario Business”: A supplier or manufacturer that has headquarters or a main office in Ontario, and that regularly conduct its activities (i.e., produces manufactured goods, intangible goods, or services) on a permanent basis in Ontario, is clearly identified by name and is accessible during normal business hours.

Canadian Business Yes No

“Canadian Business”: A commercial enterprise that is incorporated pursuant to the laws of Canada and which has ongoing business activities in Canada.

Main Contact Person (*for the purposes of this Proposal*)

Name	
Title	
Telephone #	Fax #
E-mail address	

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**PROPOSAL FORM 2 *cont'd*
RESPONDENT'S GENERAL INFORMATION**

Indicate below your company/business' invoice terms:

Does your company/business have the capability to handle Electronic Funds Transfers?
YES _____ NO _____

How many years of experience does your company have in the provision of goods or services proposed herein?

Subcontractors

The Respondent must indicate where they will use subcontractors for specific services.

Description of Services	Subcontractor's Name	% Contract Value	Telephone Number

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PROPOSAL FORM 3

ACKNOWLEDGMENT TO COMPLY WITH PART 3 - REQUEST FOR PROPOSALS SPECIFICATIONS

Municipality of Callander (CALLANDER) is committed to procuring goods and services through a process that is conducted in a fair and transparent manner, providing equal opportunity to vendors.

CALLANDER endeavors to provide specifications that meet the requirements of the procurement without naming specific brands. However, there may be instances where a third-party consultant prepares a specification on behalf of CALLANDER, and a specific brand is named. In these instances, alternates may be used if deemed equal by CALLANDER and/or the third-party consultant. Respondents shall submit proposed deemed equals as a clarification item to be considered while the procurement remains open per the requirements of Part 1, Section 3, item 3.2 Questions and Communications Related to the RFP Documents.

Respondent acknowledges that they can fully comply with Part 3 – Request for Proposals Specifications.

(Check one) YES _____; NO _____

If the Respondent indicates “NO”, they shall provide details as an attachment to this Proposal Form 3, indicating how they will deviate from the requirements identified in Part 3 – Requests for Proposals – Specifications.

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PROPOSAL FORM 4

REFERENCES

The Respondent must supply here the reference information of three (3) customers for which they have provided services within the last 5 years. CALLANDER is **NOT** to be listed as a Reference.

Reference #1

Company name		
Location		
Description of services provided		
Start and end dates		
Value of the contract		
Contact person name and title		
Phone	Fax	E-mail

Reference #2

Company name		
Location		
Description of services provided		
Start and end dates		
Value of the contract		
Contact person name and title		
Phone	Fax	E-mail

Reference #3

Company name		
Location		
Description of services provided		
Start and end dates		
Value of the contract		
Contact person name and title		
Phone	Fax	E-mail

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PROPOSAL FORM 5

COMPLIANCE WITH CONTRACT DOCUMENTS

The Respondent may suggest changes to the Agreement included in Part 5 of this RFP using the table below. CALLANDER does not have any obligation to accept any proposed changes to the Agreement and will do so in its sole discretion. Significant material proposed changes to the Agreement may impact the evaluation of the Respondent’s proposal. CALLANDER will not accept any material changes to the clauses in the Agreement relating to Confidentiality, Personal Information, Intellectual Property ownership and infringement, Indemnification, Limitation of Liability or rights of CALLANDER on termination. CALLANDER, as an Ontario Crown corporation, is unable to provide indemnities pursuant to s.28 of the Financial Administration Act (Ontario).

Exception	Contract, Schedule, Article, or Sub-Clause	Existing Wording	Respondent’s Proposed Wording	Reason for Proposed Change
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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PROPOSAL FORM 6

RESPONDENTS' MEETING REGISTRATION FORM

Reference Number: RFP 2026-01

Title: Design-Build of New Operations Facility

Submitted To: MUNICIPALITY OF CALLANDER

Please confirm that you plan to attend the Respondents' Meeting by emailing a completed copy of this Registration Form to tmckenna@callander.ca, prior to Tuesday, March 3, 2026 at 4:00 p.m.

Failure to submit this form by the time required may result in CALLANDER not being able to accommodate your attendance. PROPOSALS SUBMITTED BY RESPONDENTS THAT FAILED TO ATTEND THE RESPONDENTS' MEETING WILL BE DECLARED NON-COMPLIANT AND WILL BE REJECTED.

Date of Meeting: TBD

Time of Meeting: 1:00 p.m.

Location: 100 Nipissing Street, Callander, Ontario

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

NUMBER OF PERSONS ATTENDING: _____

ACCOMMODATION: THE MUNICIPALITY OF CALLANDER IS AN EQUAL OPPORTUNITY ORGANIZATION. ACCOMMODATION IS AVAILABLE FOR RESPONDENT'S WITH DISABILITIES THROUGHOUT THE PROCUREMENT PROCESS. IF ACCOMMODATION IS REQUIRED, PLEASE CONTACT tmckenna@callander.ca.

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PROPOSAL FORM 7

CONTRACTOR HEALTH AND SAFETY RESPONSIBILITY AGREEMENT

In submitting this Proposal, I/We, on behalf of, _____

(legal name of company)

certify the following:

- (a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) of the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, (the "OHSA").

The requirements in (a) do not apply to employers with five (5) or less employees.

- (b) With respect to the Services being offered in this Proposal, I/We and our proposed sub-contractor, acknowledge the responsibility to, and shall:

- (i) fulfill all of the obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations.

- (ii) ensure that adequate and competent supervision is provided as required under the OHSA to protect the health and safety of workers; and

- (iii) provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.

- (c) I/We agree to take precautions reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at _____ this _____ day of _____, 2026

An Authorized Signing Officer

(Key Contact)

(Title)

(Telephone Number)

(Firm's Name)

(Firm's Address)

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PROPOSAL FORM 8

SCHEDULE OF MATERIALS

SCHEDULE OF MATERIALS - VARIATIONS (AND SOURCES)

VARIATIONS:

MATERIALS SOURCES:
(ADD WHERE REQUIRED)

PART 4 – FORM OF PROPOSAL

LIST OF EQUIPMENT

List all Equipment, owned or controlled by the Respondent for use on the Work. Such list shall show for each Unit the description of the Unit, capacity, condition, age, present location, the owner's name and all-inclusive hourly rental rates. Such equipment shall be subject to inspection by CALLANDER to verify the stated information.

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>CAPACITY</u>	<u>CONDITION</u>	<u>AGE</u>	<u>LOCATION</u>	<u>OWNER</u>	<u>HOURLY RENTAL RATE</u>
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SCHEDULE AND PROPOSED APPROACH

CONSTRUCTION SCHEDULE

Respondents shall include a construction schedule with their Proposal. The construction schedule shall be in Gantt chart format, showing all activities of the Work and the critical path. The construction schedule shall reflect the milestone dates listed below.

Mandatory Respondents' Meeting	TBA
Request for Proposal Close	March 20, 2026
Mobilization to site	April 20, 2026
Completion of the Work	December 25, 2026

Do you agree to complete the Work by December 25, 2026?

Respondent confirms that they will complete the Work by December 25,

2026. (Check one) YES_ ; NO _____

If the Respondent answered "No" above, please advise of the completion date:

Completion Date: _____

Respondents shall provide the firm date and not a range or estimate of weeks. If a range or estimate is provided, CALLANDER will utilize the last date provided.

PROPOSED APPROACH

The Respondent shall provide a written narrative plan on their proposed approach for the project, demonstrating their ability to complete the project on budget and on schedule within the timelines identified. Evidence of a thorough review of the RFP Documents and consideration for scheduling above grade work prior to the winter season should be apparent in the Respondent's Schedule and Proposed Approach.

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SCHEDULE OF PROGRESS PAYMENTS

Indicate below, the estimate of the monthly progress billings (gross before holdback) for the duration of the Agreement.

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LIST OF PERSONNEL

List the names of the Principal Personnel who will be assigned to the Work and **include their resumes.** This information shall be for the use of CALLANDER in assessing the Proposal. In the event of a Subcontractor(s) being listed as Principal Personnel, the Respondent shall also include their resume(s).

Name	Position	Experience
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PART 4 – FORM OF PROPOSAL

CURRENT LABOUR AGREEMENTS

List the current labour agreements the Respondent or each partner in a joint venture has in force covering this type of work in the Province in which the Work is to be performed.

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CONTRACTOR'S QUALIFICATION STATEMENT

1. The Respondent shall include a company profile.

In the event that the Respondent is using a subcontractor(s) for a portion(s) of the scope of work associated with this RFP, they shall also include with this Proposal Form 14, a company profile for each subcontractor.

2. The Respondent shall supply a minimum of three (3) project descriptions for projects of a similar nature and scope. The project descriptions shall include:
 - a) Company/Client
 - b) Name of contact and contact details
 - c) Project Name
 - d) The scheduled project start and end date
 - e) The actual start and end date
 - f) The project value of the Respondent's scope of work for the project at the beginning of the project
 - g) The project value of the Respondent's scope of work for the project at the end of the project
 - h) Detailed description of the Respondent's scope of work for the project. The description should detail if subcontractors were used to complete part of the scope.
 - i) Outcomes of the project (i.e., completed on schedule and on budget etc.)

CALLANDER may, in its sole discretion, confirm the Respondent's experience in the projects identified by contacting the named contacts above, in addition to the references provided as part of Proposal Form 4.

3. The Respondent shall describe their experience with the climatic and environmental requirements in Northern Ontario.
4. The Respondent shall describe how and when you will use local workforce, local vendors, local manufacturers, local contractors, and local apprentices/trainees to achieve the project goals and provide the requested services.

CALLANDER will consider all information submitted in the Respondent's Proposal when evaluating the Respondent's experience.

PART 4 – FORM OF PROPOSAL

CLAIMS

Submit an up to date list of outstanding, pending or anticipated claims, proceedings, liens or other legal claims, actions or proceedings.