



CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
3720 County Road 34, Alexandria ON K0C 1A0
Fax: 613-525-1649 Phone: 613-525-1110

REQUEST FOR TENDER AD-2022-01

SALE OF PROPERTY
63 KENYON STREET WEST, ALEXANDRIA, ONTARIO

Issue Date: Thursday, July 28, 2022

Closing Date: Wednesday, September 7, 2022 at 14:00 (EDT)

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Section 1) INFORMATION FOR PROPONENTS

- 1.1 Request for Tenders will be received until **14:00 (EDT) on September 7, 2022.**
a. Submissions can be sent as follows:

By Mail:

One hard copy sealed in an envelope clearly marked as:

Corporation of the Township of North Glengarry
3720 County Road 34, Alexandria, Ontario K0C 1A0

Subject Line: Sale of Property, 63 Kenyon Street West, Alexandria, Ontario.
Attention: Sarah Huskinson, Chief Administrative Officer

OR

By E-mail:

One copy emailed to cao@northglengarry.ca

Subject line: Sale of Property, 63 Kenyon Street West, Alexandria, Ontario.

- 1.2 Each bid shall contain the full name of the authorized party or parties bidding and the signature of the authorized party or parties bidding shall be in their respective handwriting. Each page must be initialed by the authorized party or parties bidding.
- 1.3 All forms as listed in the “Documentation to be provided” section must be submitted with this document or the Request for Tenders will be rejected.
- 1.4 Proponents are solely responsible for any expenses they incur in preparing the tender and for subsequent negotiations with the Corporation of the Township of North Glengarry (hereinafter referred to as Township), if any. If the Township elects to reject any or all tenders or cancel the Request for Tenders at any time the Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the tender, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
- 1.5 A Proponent may withdraw a submitted tender at any time up to the official closing time by letter bearing a signature of a senior official to the designated recipient of the tender to which the request for withdrawal applies. The withdrawn tender will be returned unopened to the Proponent.
- 1.6 A Proponent who has already submitted a tender may submit a further tender at any time up to the official closing time. The last tender received shall supersede and invalidate all tenders previously submitted by that Proponent as it applies to this Request for Tenders.
- 1.7 All changes to or clarifications of the terms, conditions or specifications required before closing will be issued by Sarah Huskinson, Chief Administrative Officer, in the form of a written addendum posted to the Township’s website www.northglengarry.ca. The receipt of addenda issued must be acknowledged by the Proponents in the appropriate section of the Form of Proposal. The Township assumes no responsibility for oral instructions or suggestions. **FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE FORM OF PROPOSAL WILL RESULT IN YOUR BID BEING REJECTED.**

Questions can be directed to:

Sarah Huskinson
Chief Administrative Officer
613-525-1110
cao@northglengarry.ca

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- 1.8 Each Proponent must thoroughly examine all documents as well as make their own estimate for the proposed work before submitting a bid and must satisfy themselves by personal examinations as to the local conditions to be met while completing the specified work. A Proponent is not to claim at any time after the submission of their bid that there was any misunderstanding of the terms and conditions of the Request for Tenders.
- 1.9 The documentation comprising any Request for Tenders submitted, along with all correspondence, documentation and information provided to the Township by any Proponent in connection with, or arising out of this Request for Tenders, once received by the Township:
- b. Shall become the sole and unfettered property of the Township;
 - c. Shall become subject to the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), and may be released, pursuant to that Act.
- Because of MFIPPA, Proponents are advised to identify in their Request for Tenders submission any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.
- 1.10 All prices shall be stated in Canadian funds.
- 1.11 Tenders are to remain firm for acceptance for a period of sixty (60) days from the date of closing of Request for Tenders unless otherwise stated by the Township.
- 1.12 The Township is committed to providing quality goods and service that are accessible to all persons that it serves. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.

Section 2) AWARD

Consideration for award shall only be undertaken in relation to Proponents who are determined by the Township to have satisfied all the requirements.

The lowest or any bid will not necessarily be accepted. The Township may reject any Proponent who is involved in litigation with the Township, its elected or appointed officers and employees in relation to any contracts or services, or any matter arising from the Township's exercise of its powers, duties or functions. The Township reserves the right to cancel this tender or portions thereof at any time for any reason, prior to an official contract/agreement being signed.

No announcement concerning information about any Request for Tenders submission received by the Township or about the evaluation process of the Township in determining a successful Request for Tender (if any) will be made until a Report is issued to Township's Council recommending an award. Any notification of award shall be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c. M.56 as amended.

Section 3) SITE VISITATION

A walk through at the site is not mandatory but is strongly recommended. The site visit is scheduled for Friday, August 19, 2022 at 10:00am (EDT)

Proponents are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the Proponent inspected the site and is familiar with the conditions and requirements of these specifications.

Vendors may contact Sarah Huskinson, Chief Administrative Officer for clarification and information pertaining to this Request for Tenders.

Section 4) SCHEDULE FOR SELECTION

- RFT Available: Thursday, July 28, 2022
- Non-mandatory walkthrough (meeting place 63 Kenyon Street West, Alexandria, Ontario): **Friday, August, 19, 2022 at 10:00am (EDT)**
- Deadline for submittal of Questions: Friday, August 26, 2022 at 14:00 (EDT)
- Deadline for submission of Tenders: Wednesday, September 7th, 2022 at 14:00 (EDT)
- Report Presented to Council for Review & Approval: Monday, September 26, 2022

The Township reserves the right to make adjustments to the above noted schedule as necessary.

Following award by Council, the proponent will have up to 60 days to complete an Agreement of Purchase and Sale, close the transaction and take possession of the property.

Section 5) SELECTION

Copies of all questions and answers, and any addenda to supplement the tender, will be posted on the Town's website at a minimum (5) business days prior to the tender due date. Only formal written responses to properly submitted questions will be binding on the Township. Any such clarifications or addenda shall become part of this tender.

Submissions made in response to this RFT do not constitute the acceptance of a contract with the Township. Submissions constitute offers which the Township may or may not accept in its sole discretion. The Township also reserves the right to waive irregularities and technicalities and to do so in its sole discretion. The Township reserves the right to include consideration of any outstanding claims against or by the Township, any record of poor performance with the Township and to reject any proposal based on record of past poor quality of service, claims or disputes or difficulties related to proceedings in completed past projects for the Township.

Each submission of a signed proposal is deemed an irrevocable offer which may be accepted, at the sole discretion of the Township and after negotiation, only by entering into a formal contract upon such acceptance of the terms, responsibilities, and specifications as required by the Township including but not limited to those set out herein.

The award of the property that has been approved by Council will only result in a binding agreement upon the completion of an Agreement of Purchase and Sale between the Township of North Glengarry and any successful proponent, on terms satisfactory to the Township.

Section 6) GENERAL SPECIFICATIONS

6.1 Introduction

The Township of North Glengarry is soliciting proposals from qualified individuals to purchase the property known as 63 Kenyon Street West, Alexandria, Ontario. The property being made available to purchase is described in Section 7.

Subject to award and Council's approval, it is the Township's intent to draft an Agreement of Purchase and Sale with the successful proponent. Agreements of Purchase of Sale shall be completed within the timelines indicated in this document and shall be acceptable to the Township of North Glengarry in its sole discretion.

Minimum bid: \$200,000 (including HST).

6.2 Proposal content

- a) Request for Tender Bid Form
- b) Proposal deposit in the amount of 10% of the Tender Bid amount by certified funds
- c) Proponent's Declaration Form
- d) Acknowledgement of Receipt of Addenda Form

6.3 Costs

The Township of North Glengarry will not provide any funds to any proponent in relation to this RFT. All costs associated with the award of the property to a proponent includes but are

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not limited to: subsequent title transfers, due diligence, development applications, inspections, engineering, remediation, construction, insurance, financing, land transfer tax, HST if applicable, are the sole responsibility of the proponent. It is the successful proponent's responsibility to obtain vacant possession.

The Township of North Glengarry is not liable for any RFT costs. The Township is not liable for any costs incurred by the submitter of a proposal in responding to this RFT.

6.4 Assumptions

- a) The Township cannot fetter its discretion to make, approve or modify Official Plan policies or zoning by-laws by contract or agreement as a result of this RFT or consequent agreements.
- b) Information available from the Township the Site is as disclosed in this RFT. The Township makes no warranties or representations that the reports and information are accurate or complete. Any reliance on the provided information is at the sole risk of the proponent.
- c) The Township makes no warranties or representations as to the environmental condition of the Site or the condition of any structures on the Site. It is the responsibility of the proponent to satisfy itself as to the condition of the Site and the fitness of the Site for any intended or proposed use. The Township assumes no liability for the condition of the Site whatsoever.
- d) Any agreement of purchase and sale will be for a sale of the Site on an "as-is-where-is" basis only. There will be no warranties or representations as to the environmental condition of the Site by the Township.
- e) Any agreement of purchase and sale will require information to hold the Township harmless and indemnify the Township against any third party claims and regulatory orders issued related to the Site.
- f) Any contract entered into by the Township as a result of this RFT is subject to approval by Council.

Section 7) PROPERTY INFORMATION FORM

**SALE OF PROPERTY
63 KENYON STREET WEST, ALEXANDRIA, ONTARIO**

Municipality	Township of North Glengarry
Roll Number	01 11 018 000 75000 0000
Address	63 Kenyon Street West, Alexandria, Ontario
Legal description	Plan 5 Lot 16
Assessed value	\$147,000
Property size	0.20 acres
Zoning	Institutional (exempt)
Construction Year	1954
Gross floor area	195 m2 (2,100 ft2) (estimated)



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Section 8) REQUEST FOR TENDER AD-2022-01 BID FORM

**SALE OF PROPERTY
63 KENYON STREET WEST, ALEXANDRIA, ONTARIO**

(To be submitted with Original and each copy of Bid Submitted)

MINIMUM TENDER BID \$200.000

ITEM	TENDER BID
Purchase of 63 Kenyon Street West, Alexandria Ontario	\$ _____

Company / Proponent's Name: _____

Address: _____

City/Province: _____

Postal Code: _____

Telephone Number: _____

Fax Number: _____

Email: _____

HST Registration No.: _____

Authorized Signature(s):
_____ *Signature* _____ *Signature*

Name(s) (please print or type):
_____ *Print Name* _____ *Print Name*

Date Signed: _____

* A proposal deposit of 10% of the tender bid amount (above) by certified funds is required.

Section 9) PROPONENT’S DECLARATION FORM

(To be submitted with Original and each copy of Bid Submitted)

To: The Corporation of the Township of North Glengarry

I/We _____
Name of Company or Proponent

- DECLARE** that I/We are the undersigned authorized signing officer of the Proponent.
- FURTHER DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers I attached below, has any interest in this bid or in the Contract proposed to be undertaken.
- FURTHER DECLARE** that this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a tender (unless performed under a “joint” agreement and so declared in the Bid), and in all respects is fair and without collusion or fraud.
- FURTHER DECLARE** that no Township employee, or Member of Council or member of its Committees, is or will become interested directly or indirectly as a contracting party.
- FURTHER DECLARE** that all statements, schedules and other information provided in this tender are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.
- FURTHER DECLARE** that I/we have examined the specifications relating thereto, prepared, submitted and rendered available on behalf of the Township, and hereby acknowledge the same to be part and parcel of any contract to be let for the work therein described or defined, and do hereby propose and offer to enter into a contract to do the work and to provide for all of the labour and to provide and deliver, all matters mentioned and described or implied therein, including sales taxes in effect on the date of acceptance of the Bid, and all other charges, on the terms and conditions and under the provisions therein set forth, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities and unit prices attached to this Bid.
- FURTHER DECLARE** that the undersigned is hereby authorized by the Proponent to submit this tender and is authorized to negotiate all matters with Township representatives relative to this Proposal.

Company / Proponent’s Name: _____

Authorized Signature(s): _____
Signature *Signature*

Name(s) (please print or type): _____
Print Name *Print Name*

Date Signed: _____

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Section 10) ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

(To be submitted with Original and each copy of the bid submitted)

This will acknowledge receipt of the following addendum/addenda and that the pricing quoted includes all provisions set out in such addendum/addenda.

ADDENDUM #	DATE RECEIVED

Check here if NO Addendum received

Company / Proponent's Name: _____

Authorized Signature(s): _____
Signature *Signature*

Name(s) (please print or type): _____
Print Name *Print Name*

Date Signed: _____