



**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 PROPOSAL AD-2022-02**

**SALE OF PROPERTY**  
**90 MAIN STREET SOUTH, ALEXANDRIA, ONTARIO**

**Issue Date: August 8, 2022**

**Closing Date: September 30, 2022 at 14:00 (EDT)**

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## Section 1) INFORMATION FOR PROPONENTS

- 1.1 Request for Proposals will be received until **14:00 (EDT)** on **September 30, 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, 90 Main Street South, Alexandria, Ontario.  
Attention: Sarah Huskinson, Chief Administrative Officer

**OR**

**By E-mail:**

One copy emailed to [cao@northglengarry.ca](mailto:cao@northglengarry.ca)

Subject line: Sale of Property, 90 Main Street South, 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 Proposals will be rejected.
- 1.4 Proponents are solely responsible for any expenses they incur in preparing the proposal 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 proposals or cancel the Request for Proposal 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 proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
- 1.5 A Proponent may withdraw a submitted proposal at any time up to the official closing time by letter bearing a signature of a senior official to the designated recipient of the proposal to which the request for withdrawal applies. The withdrawn proposal will be returned unopened to the Proponent.
- 1.6 A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that Proponent as it applies to this Request for Proposal.
- 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](http://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](mailto: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 Proposal.
- 1.9 The documentation comprising any Request for Proposal 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 Proposal, 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 Proposal 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 Proposals are to remain firm for acceptance for a period of sixty (60) days from the date of closing of Request for Proposal 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 request for proposal 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 Proposal submission received by the Township or about the evaluation process of the Township in determining a successful Request for Proposal (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 Monday, September 19, 2022

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.

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

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## **Section 4) SCHEDULE FOR SELECTION**

- RFP Available: Monday August 8, 2022
- Non-mandatory walkthrough (meeting place 90 Main Street South, Alexandria, Ontario): **Monday, September, 19, 2022 at 10:00am (EDT)**
- Deadline for submittal of Questions: Friday, September 23, 2022 at 14:00 (EDT)
- Deadline for submission of Proposals: Friday, September 30, 2022 at 14:00 (EDT)
- Report Presented to Council for Review & Approval: Tuesday, October 11, 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 proposal, will be posted on the Town's website at a minimum (5) business days prior to the proposal 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 request for proposal.

Submissions made in response to this RFP 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 90 Main Street South, Alexandria, Ontario. The property being made available to purchase is described in Section 7. The primary objective of this request for proposal is to convert the former Township Office into a productive use within a short timeframe and increase annual property tax revenues.

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 and 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. The Agreement of Purchase and Sale will include a first right of refusal for any future sale of the property. The Agreement of Purchase and Sale will also include a provision that a lease agreement be drafted and agreed upon by both parties for the lease of the lower level of the property for the purposes of office space for the Waterworks Department.

### **6.2 Proposal content**

- a) Request for Proposal Bid Form
- b) Detailed description of the intended and proposed use of the property, including proposed timeline for redevelopment.
- c) Proposed annual amount for leased space to the Township for the lower level area

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- d) Proposal deposit in the amount of 10% of the Bid amount by certified funds
- e) Proponent's Declaration Form
- f) Acknowledgement of Receipt of Addenda Form

**6.3 Evaluation of proposals and award**

The proposals will be evaluated based on the following criteria:

Comprehensive description of the intended/proposed use for the property	50%
Offer price	30%
Proposed schedule for the redevelopment/use of the property	20%

The submissions will be assessed on the merits of the information provided. Proposals should address the categories listed above to enable those evaluating the proposal to undertake adequate assessment.

**6.4 Costs**

The Township of North Glengarry will not provide any funds to any proponent in relation to this RFP. All costs associated with the award of the property to a proponent includes but are 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 RFP costs. The Township is not liable for any costs incurred by the submitter of a proposal in responding to this RFP.

**6.5 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 RFP or consequent agreements.
- b) Information available from the Township the Site is as disclosed in this RFP. 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 include a provision for a lease agreement between the proponent and the Township for the lower level area.
- f) 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.
- g) Any agreement of purchase and sale may include a Right of First Refusal.
- h) Any contract entered into by the Township as a result of this RFP is subject to approval by Council.

**Section 7) PROPERTY INFORMATION FORM**

**SALE OF PROPERTY  
90 MAIN STREET SOUTH, ALEXANDRIA, ONTARIO**

Municipality	Township of North Glengarry
Roll Number	01 11 018 000 46700 0000 01 11 018 000 46800 0000 01 11 018 000 46900 0000
Address	90 Main Street South, Alexandria, Ontario
Legal description	Plan 5 Lot 8
Assessed value	\$506,000
Property size	0.56 acres
Zoning	Institutional (exempt)
Construction Year	1952 Addition in 1998
Gross floor area	638 m2 (6,860 ft2) (estimated)



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**Section 8) REQUEST FOR PROPOSAL AD-2022-02 BID FORM**

**SALE OF PROPERTY  
90 MAIN STREET SOUTH, ALEXANDRIA, ONTARIO**

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

ITEM	PROPOSAL BID
Purchase of 90 Main Street South, 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 bid amount (above) by certified funds is required.





**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: \_\_\_\_\_