



**The Corporation of The Municipality of West Grey
Development and Community Services Department**

**Request for Proposal for
Animal Control Services**

RFP WG25-001

Late Submissions Will Not be Accepted.

You are hereby invited to bid the lowest net prices for which you are prepared to furnish the merchandise or services described, all in accordance with the terms and conditions and other instructions as stated in this document.

Note: It is the vendor's sole responsibility to ensure their submissions are received by the time and date specified within the document.

The lowest or any bid will not necessarily be accepted.

Company Name: _____

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Section A – Terms and Conditions

1. Form of Proposal

All proposals must be upon the forms provided, submitted in **sealed packages**, clearly marked with **RFP number and project description and bidder's company name**. The package shall include **one (1) original**. Please see **Completion of Proposal for a listing of documents to include for this submission**.

2. Definitions

Municipality: Refers to "The Municipality of the West Grey"
Owner: Refers to "The Municipality of the West Grey"
Bidder: Refers to "any eligible entity providing a proposal"
Successful Bidder: Refers, in the event of an award, "to the selected bidder"
RFP: Refers to "Request for Proposal"

3. Proposal Closing

Proposal submissions must be received by the:

**Municipality of West Grey,
402813 Grey Road 4, Durham, ON N0G 1R0
Karl Schipprack, CBCO, Director of Development & Community
Services/CBO**

No later than 3:00 p.m. Eastern Standard Time (EST), Wednesday, February 5, 2025.

The municipality is not responsible for submissions which are not properly marked and/or delivered to any other location than that specified.

4. Late Submissions

Proposals received after the official closing time will **not** be considered during the selection process and will be returned unopened to the respective bidder.

5. Electronic Submissions

Electronically transmitted submissions (email, fax etc.) will **not** be accepted for this Proposal.

6. Proposal Opening

Bidders are advised there will be a public opening for this RFP. Submissions received, by the date and time of closing, will be opened administratively by respective members of the municipality at **3:00 p.m. EST on Monday, February**

05, 2025.

7. Completion of the Proposal

All entries shall be clear and legible and made in a non-erasable medium and signed in ink. All items shall be submitted according to any instruction in the RFP proposal documents.

Alterations may be made, providing they are legible and initialed by the bidder's signing officer. Proposals which are incomplete, conditional, illegible or obscure or that contain additions not called for, reservations, erasures, alterations incorrectly submitted or irregularities of any kind may be rejected.

8. Proposal Withdrawal

Any proposal may be withdrawn prior to the scheduled time for proposal closing or authorized postponement thereof.

9. Bidder Expense

Any expenses incurred by the bidder in the preparation of the proposal submission are entirely the responsibility of the bidder and will **not** be charged to the municipality.

10. Examination of Request for Proposal Documents

Each bidder must satisfy himself/herself by a personal study of the RFP documents respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices must include **all incidental costs** and the bidder must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional work must be authorized in writing prior to commencement. Should the bidder require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

11. Inquiries, Discrepancies and Interpretations

Should a bidder find omissions from or discrepancies in any of the RFP documents or should the bidder be in doubt as to the meaning of any part of such documents, the bidder shall notify the designated contact person and office without delay. If the designated contact person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFP documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

Inquiries must be received no later than three (3) business days prior to the closing date of the RFP; otherwise a response may not be provided.

12. Acceptance or Rejection of Proposals

- a. The municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the municipality may require without stating reasons, therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the municipality shall not be required to award or accept a proposal or recall the proposals later:

- i. When only one proposal has been received as a result of the proposal call;
 - ii. Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
 - iii. When all proposals received fail to comply with the specifications or proposal terms and conditions; and
 - iv. Where a change in the scope of work or specifications is required.
- b. The municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any bidder by reason of the acceptance or the non-acceptance by the municipality of any proposal or by reason of any delay in the acceptance of a proposal, except as provided in the proposal document.
 - c. Each proposal shall be open for acceptance by the municipality for a period of thirty (30) calendar days following the date of closing.
 - d. Where the proposal documents do **not** state a definite delivery/work schedule and a submitted proposal is based on an unreasonable delivery/work schedule, the proposal may be rejected.

13. Errors and/or Omissions

The municipality shall not be held liable for any errors and/or omissions in any part of this RFP. While the municipality has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for bidder(s). The information is not guaranteed or warranted to be accurate by the municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the bidder from forming their own opinions and conclusions with respect to the

matters addressed in the RFP.

14. Addenda

If required by the municipality, addenda will be distributed to all bidders registered as a document taker for this proposal. The addenda will be distributed using the latest contact information as provided by the bidder. It is the bidder's responsibility to notify the municipality of any changes to their email or mailing address. It is the bidder's ultimate responsibility to ensure all addenda's have been received.

Bidder shall be required to acknowledge receipt of addenda on the bidder's information/addenda acknowledgement form contained in the proposal document.

15. Proposal Award Procedures

Unless stated otherwise, the following procedures will apply:

- a. The municipality will notify the successful bidder of the award within thirty (30) calendar days of the proposal closing.
- b. The municipality will provide a formal notice of acceptance of proposal letter to the successful bidder upon council approval by either mail or email.

16. Ability and Experience of Bidder(s)

- a. It is not the purpose of the municipality to award this contract to any bidder who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital to ensure acceptance performance and completion of the proposal.
- b. Bidders must be capable of performing the various items of work being bid upon.

17. Responsibility for Damages

The successful bidder shall indemnify and hold harmless the municipality, its officers and employees from and against any and all liabilities, claims, demands, loss, cost damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the bidder(s), its officers, agents, servants, employees, customers, invitees or licensees or occurring in or on the premises or any part thereof and as a result of activities under this proposal.

18. Regulation Compliance and Legislation

The successful bidder(s) shall ensure all services and products provided in respect to this proposal are in accordance with and under authorization of all applicable authorities, municipal, provincial and/or federal legislation and standards.

19. Sub-consultants

No sub-consultants or collateral agreements shall be permitted with respect to the work of this assignment, except with the municipality's express written consent and in advance of commencement of sub-consultant activities.

Failure to obtain this consent may result in cancellation of the contract with the successful bidder(s).

20. Character and Employment of Workers

The successful bidder shall employ only orderly, competent and skilful employees to ensure that the services are carried out in a respectable manner.

If any person employed by the successful bidder(s) in connection with the service arising out of this proposal gives, in the opinion of the municipality, just cause for complaint, the successful bidder(s) upon notification by the municipality in writing, shall not permit such person to continue in any future service arising out of this proposal.

21. Freedom of Information

All correspondence, documentation and information provided shall become the property of the municipality. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written proposals received by the municipality become a public record. Once a proposal is accepted by the municipality and a contract is signed, all information contained in the contract is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended should be directed to:

Municipality of West Grey
402813 Grey Rd. 4, Durham, ON, N0G 1R0
Phone: (519) 369-2200, ext. 229
Jamie Eckenswiller, Director of Legislative Services/Clerk
clerk@westgrey.com

The Director of Legislative Services/Clerk has been designated by the municipality's council to carry out the responsibilities of the Act.

22. Patent, Copyright or Other Proprietary Rights

In accordance with Municipal Freedom of Information and Protection of Privacy Act, bidders are reminded to clearly identify in their proposal material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Bidders are encouraged to place all such details and information within a separate section of their submission. Complete proposal details are **not** to be identified as "Confidential".

23. Harmonized Sales Tax (HST)

All prices within this document shall be quoted exclusive of HST.

24. Terms of Payment

The normal terms of payment for the municipality will be net thirty (30) calendar days. Invoices shall be forwarded to:

Municipality of West Grey
402813 Grey Rd. 4
Durham, ON, N0G 1R0

25. Assignment of Contract

The successful bidder shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or municipality, without the previous consent, in writing, of the municipality's officials, which consent shall not be unreasonably withheld.

26. Contact

All requests for information, instructions or clarifications regarding this RFP must be submitted in writing and directed to:

Municipality of West Grey
402813 Grey Rd. 4
Durham, ON, N0G 1R0
Phone: (519) 369-2200, ext. 234
Karl Schipprack, CBCO, Director of Development and Community Services/CBO
cbo@westgrey.com

All questions related to this RFP or any clarification with respect to this RFP must be made no later than three (3) days prior to closing in order that the municipal staff may have sufficient time to respond. The municipality reserves the right to extend the deadline for questions, if required.

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be circulated in writing as a RFP addendum to all bidders who have received the RFP document from the municipality.

27. Proposal Evaluation

All submissions must follow the requirements of the RFP process to be considered.

28. Insurance Requirements

a. Commercial General Liability

The successful bidder(s) shall, at his/her expense, obtain and keep in force during the term of this agreement, commercial general liability insurance satisfactory to the municipality, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- i. A limit of liability of not less than \$5,000,000/occurrence;
- ii. The municipality shall be named as an additional insured;
- iii. The policy shall contain a provision for cross liability in respect of the named insured;
- iv. Non-owned automobile coverage with a limit of at least \$2,000,000 including contractual non-owned coverage;
- v. Products and completed operation coverage (broad form) with an aggregate limit not less than \$2,000,000; and
- vi. That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the municipality.

b. Proof of Insurance

The successful bidder(s) shall provide, together with its executed agreement, a certificate(s) of insurance of certified copy(s) of the above-referred to policies, satisfactory to the municipality, together with proof of renewal at least ten (10) days prior to expiry. Provided that if a certificate is provided, all requirements as above set forth must be shown on the said certificate and notwithstanding the provision of any certificate, the municipality may require that the bidder(s) provide a certified copy of the policy.

29. Workplace Safety and Insurance Board

The contractor will be required to submit the workplace safety and insurance board clearance certificate number indicating the bidder's good standing with the board.

- a. Prior to award;
- b. Prior to the expiration of the contract period; and
- c. At any other time when requested by the municipality.

For non-construction work only, if the contractor is unable to obtain a clearance as required, because it is an independent operator, with no insurance workers, it shall submit to the owner written confirmation from the Worker's Compensation Board of its status as an independent operator for the contract. This must be given to the municipality within seven (7) business days of receipt of the notification of the award. If the contractor does not produce such confirmation, the owner may at its sole option, terminate the contract.

30. Health and Safety

- a. A list of all designated substances present at a project site must be included as part of any proposal information. Contractors must ensure that any prospective sub-contractors have a copy of the designated substance list before any binding contract for work is executed.
- b. The contractor will be required to provide a copy of their health and safety policy and training program to the municipality.
- c. A copy of the health and safety policies and procedures of the municipality will be made available to the successful contract bidder and the contractor shall be required to comply with the health and safety standards of the municipality.
- d. The municipality retains the right to stop the contractor's work without penalty to the municipality if the contractor fails to comply with the Occupational Health and Safety Act (OHSA) and Regulations (regs.), the health and safety policies and procedures of the municipality or creates an unacceptable health and safety hazard.

31. Taking the Work Out of the Contractor's Hands

Where the contractor becomes bankrupt or insolvent, delays commencing or diligently executing the work, abandons the work or has otherwise failed to perform any of the provisions of the contract, the owner may, without previous notice and without process or suit at law, take the work out of the hands of the contractor and have it completed by whatever means are considered necessary. In addition to

any other remedy available in law or equity, the owner may use all monies due on the contract to correct or complete the work.

32. Interpretation

If any question arises regarding meaning, intent or other matter required by the contract, the question shall be decided by the owner.

33. Laws, Notices, Permits and Fees

The successful bidder(s) shall obtain the necessary permits, licenses and pay the required fees, as they pertain to this assignment, which are in force at the date of the proposal closing.

The successful bidder(s) shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are or become in force during the period for which services are performed in accordance with the schedule of work.

34. Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the municipality and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the proposal. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

35. Cancellation

- a. The municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- b. If the successful bidder(s) should neglect to execute the work properly or fail to perform any provision of this award, the municipality, after three (3) business days written notice to the successful bidder(s), may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful bidder(s). Continued failure of the successful bidder(s) to execute the work properly shall result in a termination of contract. The municipality shall provide written notice of termination.
- c. The municipality may elect to terminate the contract if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the successful bidder(s).

- d. Either party may terminate the contract by giving the other party sixty (60) calendar day's written notice, giving reasons acceptable to the other. A period of less than sixty (60) calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the contract.
- e. Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

36. Consultants

Any consultant involved in developing the specifications intended to be used with the proposal process cannot be involved in the creation of the response to those specifications.

37. Conflict of Interest

This proposal is made by the bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud.

The proposal price must conform to the municipality's specifications attached hereto and forming part of this proposal.

38. Contract Award

Without limiting all other rights that may be exercised by the municipality pursuant to this document, vendors are advised that the municipality reserves the right to fully evaluate vendor submissions, which evaluation may include, without limitation, a review of references, past performance history, completion history (including extended completion dates), litigation history (including construction liens filed by sub-contractors for non-payment) and claims history of the vendors and to reject a vendor submission if same is not satisfactory to the municipality.

39. Accessibility for Ontarians with Disabilities

- a. The Ontario Government passed laws to make the province more accessible. In 2007, the Accessibility Standards for Customer Service came into force. For the municipality to be compliant with these standards, any contractor that provides goods or services to customers on behalf of the municipality must be trained on providing accessible customer service.
- b. The contractor shall ensure that all its employees, agents, volunteers or others for whom the contractor is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with section 6 of *Ontario Regulation*

429/07 (the “regulation”) made under the *Accessibility for Ontarians with Disabilities Act, 2005*, as amended the “act”). The contractor shall ensure that such training includes, without limitation, a review of the purposes of the act and the requirements of the regulation, as well as instruction regarding all matters set out in section 6 of the regulation. The contractor shall submit to the municipality, as required from time to time, documentation describing its customer service training policies, practices and procedures, and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents volunteers or others who received such training. The municipality reserves the right to require the contractor to amend its training policies to meet the requirements of the act and the regulation.

Information may be obtained from the following web sites:

- Accessibility for Ontarians with Disabilities Act, 2005:
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm
- Accessibility Standards for Customer Service, Ontario Regulation 429/07:
http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_070429_e.htm

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Section B – Information for Bidders

1. Preparation of Specifications and Supervisions of Work

- a. The specifications for the work have been prepared by the municipality, who will monitor work to be done under this contract. Periodic inspection will be provided on the contract by the municipal staff, who will also administer the contract works.
- b. Should a bidder find discrepancies, omissions or ambiguities or not agree that the materials and methods specified or designed, will provide an installation which meets the requirements of the intended work, he/she shall notify the manager prior to the proposal opening date. The manager may choose to issue a written addendum. Addenda issued during the proposal period will be allowed for by the bidder in submitting his proposal.

2. Examination of Site

NA

3. Location of Work

- a. All properties within the boundaries of the Municipality of West Grey.

4. Scope of Work

- a. Response to general inquiries from residents within the Municipality;
- b. Prompt (max 48 hr.) response to both telephone and email messages;
- c. Uniformed response throughout the Municipality including appropriate identification badge indicating they are representing the Municipality;
- d. Monthly invoicing to the Municipality, including a report of calls, actions taken and detailed description as to identify the property and/or individual or complaint tracking number;
- e. Semi-annual statistical report to the Municipality indicating types and numbers of files open, types and numbers of files closed;
- f. Provide all administrative services including complete record keeping of occurrences and patrols and reports;
- g. Provide at the contractor's expense, a cell phone where someone can be reached between the hours of 8:30 am – 4:30 pm Monday – Friday as well as an answering service available twenty-four (24) hours a day seven (7) days a week to be checked evenings and weekends; and
- h. Provide a properly equipped vehicle suitably maintained so as to professionally represent the Corporation to be used in the provision of services, such vehicles to be clean, safe and licensed at all times;
- i. Enforcement and of the Municipality's Canine Control By-

law;

- j. Knowledge of DOLA (the Dog Owners' Liability Act), and willingness to enforce under this provincial legislation.
- k. Enforcement of the pounds act as required for livestock running at large.
- l. Immediate and on-call response to public safety and emergency issues as they relate to animal control.
- m. Assist West Grey police with animal control as requested.
- n. Inspection of kennels registered with the Municipality on an annual basis.
- o. Pickup and impoundment of any dogs running at large, in accordance with the by-law.
- p. Arrange for all disposals & euthanasia of animals as required by the by-law.
- q. Provide the Municipality with an animal shelter location that is constructed, maintained and operated in accordance with the Animals for Research Act, R.S.O. 1990, Regulation 23. The shelter shall be open to the public a minimum of 30 hours per week Monday to Friday and a minimum of 5 hours on Saturday. The Municipality shall appoint such location as the "pound keeper" for the Municipality.
- r. The placement of any unclaimed animals for adoption or sale or as otherwise provided in the by-law.
- s. Locating owners of impounded animals.
- t. Assisting in administration of dog tag licensing.

5. Unbalanced or Incorrect Proposals

- a. The unit price quoted in the form of proposal shall be a reasonable unit price for each item. The municipality shall be the sole judge of such matters. The municipality may reject any proposal considered by the municipality to be unbalanced.
- b. Where the amount of an item does not agree with the extension of the estimate quantity and the proposal unit price, the unit price shall govern and both the item amount and the total proposal price shall be corrected accordingly.
- c. Notwithstanding the values that may have been read out at the proposal opening, the corrected proposal values, as determined by the procedures described in b. above shall be used to establish the ranking of the proposals.

6. Contract Agreement

- a. The successful bidder will be required to enter into an agreement with the municipality within ten (10) working days after being notified by the

municipality of the acceptance of his/her proposal.

- b. Failure to execute a contract shall be just cause for the annulment of the award.

7. Award and Execution of Contract

- a. The contract shall be deemed to have been awarded on the date when the municipality serves formal notice of award to the bidder. This will be done verbally with a follow-up written document.
- b. The following documentation is required from the contractor prior to or upon execution of the contract:
 - i. the proof of insurance; and
 - ii. the Worker's Compensation Board Certificate.
- c. A bidder to whom the contract has been awarded will be required to execute two (2) copies of the contract within ten (10) working days of the date of award of the contract.

8. Failure to Execute Contract

- a. If the bidder refuses or fails to execute the contract within ten (10) working days of the date of award, it will be considered that the bidder has abandoned all rights and interests in the contract. The municipality shall, in such event, be free to award the contract to another bidder or to re-proposal the work.

9. Term of Contract

- a. The contract period is February 17, 2025 to December 31, 2027.

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1. Form of Proposal

For the Provision of: Animal Control Services 2025 – 2028

As supplied by:

Name of Company

Address

(Hereinafter called the bidder)

To: The Municipality of West Grey
402813 Grey Rd. 4
Durham, ON, N0G 1R0

(Hereinafter called the municipality)

The Bidder Declares

- 1. No person(s), firm or municipality, other than the bidder, has any personal interest in this proposal or in the award for which this proposal is made.
- 2. No member of council, officer or employee of the municipality is or will become interested directly or indirectly as a contracting party, partner, shareholder and surety or in any portion of the profits thereof or in any of the monies to be derived, therefrom.
- 3. This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other municipality, firm or person making a proposal for the same and is in all respects without collusion or fraud.
- 4. By signing this submission, I confirm I have read and understood the content and requirements of this proposal document.

Acknowledgement to receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in the addenda.

Addendum No.

Date Received

Check here if no addenda received.

Dated at _____ this _____ day of _____, 2024.

Signature of Bidder

Signature of Witness

By my signature, I hereby confirm I am a principal or have been duly authorized by the principal/board to sign on behalf of the above named.

Please return this form with submission.

2. Bidder Information

Bidders must complete this form and name one person to be the contact for the RFP response and for any clarification or amendments that might be necessary.

1.	Full Legal Name of Bidder:	
2.	Street Name:	
3.	City:	
4.	Postal Code:	
5.	Office Phone Number:	
6.	Office Fax Number:	
7.	HST Account Number:	
8.	Contact Person's Name & Title:	
9.	Contact Person's Cell: Phone Number:	
10.	Contact Person's Email:	

Bidder Name and Title

Signature

Date

Please return this form with submission.

3. Schedule of Proposal with Unit Prices

The proponent is expected to outline their preferred methodology in meeting the requirements in section B – 4. Including all costs required to perform these requirements for the Municipality of West Grey.

We _____ agree to offer to complete the work as proposed in accordance with the specifications stated.

Company Name: _____

Name of Authorized Person: _____

Signature: _____

Date: _____

Please return this form with submission.

4. Bidders' Experience

We declare that we have the following experience in similar work which we have successfully completed.

Year	Description Of Contract	For Whom Work Performed	Value

5. List of Senior Staff

Name	Title	Qualifications and Experience

6. List of Proposed Sub-contractors or Suppliers

Note to bidders: The bidder shall name the proposed sub-contractor/supplier or by entering own forces, whichever applies. No blank spaces are to be left for the sub-trades/suppliers listed below.

We acknowledge that failure to comply with the foregoing requirements may result in our proposal being rejected as informal.

We shall sub-contract the following parts of the work to the sub-contractor or supplier listed for such part. We agree not to make changes in the following list without the written consent of the manager or designate. In our opinion the sub-contractors/suppliers named hereunder are reliable and competent to perform that part of the work for which each is listed. We understand that if we fail to name sub-contractors/suppliers or if we fail to mention that the work will be done by our own forces where applicable, our proposal is subject to disqualification.

Part of Work	Name of Sub-contractor(s)

Note: The contractor must fill in the above.



**The Municipality of West Grey
Service Contractor
Health & Safety Responsibilities**

Company/Owner Name _____ (the Contractor)

It is our policy objective at the municipality, to provide all persons within our workplace with a safe environment in which to work. All contractors and sub-contractors must cooperate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the public, occupants and the environment.

In consideration of being engaged to do work for the municipality, the contractor shall complete the following requirements on the municipal projects:

- Contractors employed by the municipality shall be responsible for taking all necessary steps to protect persons and property, from any harm during the work. All work procedures and equipment operation shall be in accordance with the OHSA and regs.
- Health and safety issues will always be given immediate attention by the municipality and contractors.
- All contractor employees conducting work with the municipality must be a **competent person** as defined in the OHSA and regs.
- Contractors must supply equipment capable of being operated in a manner that meets the OHSA and regs. All relevant equipment manuals must be located on the equipment being operated.
- Contractors must ensure that all their employees have safety training and certifications equal to or exceeding, the requirements set forth in the current OHSA and regs.
- The contractor shall provide and post, in a conspicuous location, a written copy of its health and safety policy, as required under sections 25 (2)(i) and (k) of the OHSA and regs. when working at a stationary work site.
- The contractor is responsible to provide, maintain and ensure that all equipment, including personal protective equipment, is properly used or worn for the duration of the work.

- All contractors must immediately report unsafe conditions, incidents and accidents to the municipality's supervisor.
- All applicable current health and safety issues and environmental legislation and regulations are considered the minimum requirements that the contractor must meet.
- The municipality retains the right to stop the contractor's work without penalty to the municipality if the contractor fails to comply with the OSHA and regs., the health and safety policies and procedures of the municipality or creates an unacceptable health and safety hazard.

The municipality takes pride in the commitment of our employees and contractors and will take the necessary steps to ensure health and safety on all projects.

ACKNOWLEDGEMENT

As an authorized representative of the contractor, I have read and received a copy of the service contractor health and safety responsibilities and agree on behalf of (company) _____ and our employees to comply with its requirements and the requirements of the OSHA and regs. I shall also take all necessary precautions to ensure the health and safety for our employees, suppliers and sub-contractors while on the project and ensure they are provided with and are aware of, the preceding requirements.

Authorized Representative: _____ Date: _____
 (Print Name)

 (Signature)

Please return this form with submission.

10. Proposal Execution

We agree that:

1. This proposal will be irrevocable until the expiry of the acceptance period stipulated in the terms and conditions.
2. Notification of acceptance of the proposal shall be in writing and may be sent by prepaid post; and if sent by prepaid post, acceptance shall be deemed to have been made on the date of mailing of such notification.
3. The contract work shall be performed in accordance with the terms and the requirements of the contract documents.

We declare that:

This proposal is made without any connection, comparison of figures or arrangements with, or knowledge of, any other corporation, firm or person making a proposal for the same work and in all respects fair and without collusion or fraud; and

- No member of the municipal council and no officer or employee of the municipality is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof or in any of the monies to be derived there from.

Dated at _____ this _____ day of _____ 2024

Name of Witness

Name of Bidder

Signature of Witness

Authorizing Signature of Bidder

**Title
(Affix Corporate Seal)**

Please return this form with submission.

Return Address Label

Official Sealed Proposal Label

No.: RFP WG25-001

Date:

Time:

Animal Control Services

Vendor Name Here: _____

Address: _____

**Municipality of West Grey
402813 Grey Rd. 4
Durham, ON
N0G 1R0**

We have supplied you with a pre-addressed return label. Please fill in vendor name and address on the return label to help us identify this transaction.

Please return this form with submission.