



THE CORPORATION OF THE CITY OF STRATFORD

REQUEST FOR PROPOSAL REFERENCE: RFP12 - 01

STRATFORD MUNICIPAL AIRPORT

ENGINEERING SERVICES – RUNWAY REHABILITATION PROJECT
STRATFORD MUNICIPAL AIRPORT

Closing Date: Wednesday, February 15, 2012

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THE CORPORATION OF THE CITY OF STRATFORD
ENGINEERING SERVICES - RUNWAY REHABILITATION PROJECT
STRATFORD MUNICIPAL AIRPORT.

1.0 PURPOSE

1.1 The City of Stratford is proposing to undertake rehabilitation of the original approximate 4,000 feet length of Runway 05-23 and approximately 1000 feet of Runway 17-35 at the Stratford Municipal Airport. Construction is planned for approximate start date of May 22 and must be completed within two (2) weeks.

2.0 OBJECTIVES

2.1 The City requests that your firm submit a proposal that includes the preparation of engineering design drawings, specifications, tender documents, geotechnical investigations, construction inspection, and contract administration services for the rehabilitation work.

3.0 PROJECT SCHEDULE

The following is a tentative schedule to assist Proponents:

Release of Proposal	Thursday, January 26, 2012
Closing of Proposal	Wednesday, February 15, 2012
Evaluation of Proposal Submissions	Week of February 21 st .
Award of Contract	Monday, March 5, 2012
Start Date	Estimate Monday, March 12, 2012

4.0 SCOPE OF WORK

4.1 Project Initiation and Background Review

Attend a Project Initiation meeting with representatives from the Stratford Municipal Airport and City of Stratford to confirm the scope of work, schedule and deliverables. Review relevant background documents including, but not limited to, geotechnical investigations completed in 2006.

4.2 Geotechnical Investigation

Conduct additional geotechnical investigations as recommended in the 2006 geotechnical investigation report (attached).

4.3 Engineering Design

Based on the geotechnical investigations, identify the most appropriate and cost effective rehabilitation strategy for the runway. Prepare detailed engineering plans to illustrate plans and profiles for the runway, provide typical cross sections, and provide schematics/standards for pavement markings. Submit design drawings at the preliminary and final design stages for review and prepare a detailed schedule of quantities and Engineer's estimate upon confirmation of the design.

4.4 Tender Documents

Prepare tender documents consisting of detailed engineering drawings and contract specifications. Administer the tendering process including distribution of tender packages and addenda, provide responses to queries, review submitted tenders, and make recommendation of the preferred tender.

4.5 Construction Inspection & Contract Administration

Provide construction inspection, contract administration services and geotechnical testing services as required. Prepare and process all payment certificates, review contractor's record drawings submissions, and conduct end of maintenance period inspections and prepare deficiencies list.

4.6 **Project Deliverables**

The following deliverables will be expected:

- pavement rehabilitation options with associated cost estimates
- preliminary design and final design
- detailed construction schedule
- tender documentation
- site inspection
- record drawings
- certification of works by a Professional Engineer

4.7 **Schedule & Meetings**

The successful Consultant shall commence work immediately upon award – it is anticipated that the consultant will be notified about the award Tuesday, March 6, 2012. A detailed schedule is to be prepared by the Consultant that should identify construction work beginning approximately Tuesday, May 22, 2012. The schedule should identify construction requirements at less than two (2) weeks. Completion shall not extend past Friday, June 15, 2012.

The following meetings are anticipated, but not limited to:

- review the project objectives, scope, approach and to obtain background information
- review the preliminary design and draft tender documents
- review the final design drawings and tender documents
- pre-construction meeting
- substantial performance meeting
- end of maintenance inspection meeting

5.0 **SUBMISSION INSTRUCTIONS**

5.1 **General**

Submission of a proposal indicates acceptance by the proponents of all the terms, conditions and specifications contained in the Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the City and the Proponent. Deviations from the RFP must be clearly identified in the written submission.

This Request for Proposal document, the proponent's response to this solicitation and subsequent written contract to the successful proponent shall form the basis of the binding contract to be executed between the parties. Proponents shall enclose in their submission, a form of written contract that they expect to be bound by in performing the work and services called for in this RFP, and which will be reviewed and finalized by both parties.

Proponents are required to submit three (3) copies bound and one (1) original signed unbound of Part "A" Service Proposal and three (3) copies bound and one (1) original signed unbound of Part "B" Financial Proposal in SEPARATE, sealed envelopes – clearly identified.

5.2 **Closing date and time**

Proponents are to submit their proposals to:

**City of Stratford, City Hall, ATT: Purchasing Department BID#: RFP12 - 01,
P. O. Box 818, 1 Wellington Street, Stratford, Ontario, N5A 6W1** will be received up to:
2:00:00 p.m., Local Time, Wednesday, February 15, 2012.

5.3 **Opening of Submission**

A public opening at the same location will be held at 2:15:00 p.m., Local Time, Wednesday, February 15, 2012. Only the names of the proponents who submitted a proposal will be announced.

5.4 **Late Submission**

Proposals received by the Purchasing Department later than the specified closing time will be returned, unopened, to the proponent.

5.5 Questions/Clarifications

Enquiries regarding the process or format of the response must be directed in writing, to Mr. Andy Woodham, Airport Manager at awoodham@city.stratford.on.ca. No enquiries are to be directed to any other employee or elected Officials. Directing enquiries to other than the Airport Manager may, in the City's sole discretion, result in your submission being rejected.

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by phone. Responses to clarification requests will be provided to all proponents in writing in the form of an addendum.

Any changes to the request for proposal, prior to the proposal closing will be issued as an addendum. If addenda are issued, their receipt must be acknowledged by the proponent in the appropriate section of the Form of Proposal. The City will assume no responsibility for oral instruction or suggestions. Failure to acknowledge all addenda will result in your proposal being rejected.

No addendum(s) will be issued within 48 hours prior to bid closing. All addendum(s) become part of the bid documents and must be acknowledged and/or submitted as instructed with the bid. All addendum(s) will be posted on the City of Stratford website; http://www.city.stratford.on.ca/site_stepstocityhall/purchasing_tenders_quotes.asp. It is the Bidder's sole responsibility to check the website for addendum(s) prior to submitting their bid. Any bid received without addendum(s) acknowledged and/or submitted as instructed will be rejected.

5.6 Acceptance of a Proposal

The proposal submission is to remain firm for acceptance for a period of ninety (90) days from date of closing.

5.7 Rights Reserved by the City

5.7.1 The City reserves the right to accept or reject any or all proposals and/or to reissue the RFP in its original or revised form. The lowest cost proposal will not necessarily be accepted and the City reserves the right to determine in its own mind the proponent best qualified to undertake this project. The City further reserves the right to cancel this RFP at any, without any penalty or cost to the City.

5.7.2 The City is not liable for any costs incurred by interested parties in the preparation of their response to this request or selection of interviews. Furthermore, the City shall not be responsible for any liabilities, costs, express loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.

5.7.3 The City reserves the right to request interested parties to:
5.7.3.1 Address specific requirements not adequately covered in their initial submission
5.7.3.2 Clarify information in the response

5.7.4 In the event of any disagreement between the City and the proponent regarding the interpretation of the provisions of the RFP, the Airport Manager or an individual acting in that capacity, shall make the final determination as to interpretation.

5.7.5 The City reserves the right to modify any and all requirements stated in the RFP at anytime prior to the possible awarding of the contract.

5.8 Treatment of Information

All proposal documents are the property of the City. The proposals will be considered confidential during the evaluation process but are subject to access requests under the Municipal Freedom of Information and Protection of Privacy Act. Extracts of proposals and the costs of their solutions may be used as part of a public document. Proponents must indicate in the proposal which parts of their proposal if any are exempt from disclosure.

6.0 GENERAL TERMS AND CONDITIONS

6.1 Exclusion of Proponents in Litigation

No bid will be accepted from any bidder inclusive of its subcontractor(s), which has a claim or instituted a legal proceeding or has threatened a claim or instituted a legal proceeding against The Corporation or against whom the Corporation has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by Council.

6.2 Assignment

The Proponent will not, without written consent of the Airport Manager make any assignment or any subcontract for the execution of any service or product hereby quoted on.

6.3 Harmonized Sales Tax

All submissions shall indicate separately, Harmonized Sales Tax.

6.4 Workplace Safety & Insurance Board

The successful bidder shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing. This certificate must be furnished prior to commencement of work, and shall provide additional certificates as often as is deemed necessary by the City during the term of the contract to ensure their WSIB account in good standing throughout the contract period.

If the successful bidder is a self – employed individual, partner or executive officer who does not pay WSIB premium and is recognized by WSIB as an ‘independent operator’ a letter from WSIB acknowledging independent contractor status and confirming that WSIB cover is not required must be provided to the City prior to commencement of work.

6.5 Health and Safety Requirements

All work performed under this Contract must be carried out in accordance with the terms and conditions of the OCCUPATIONAL HEALTH & SAFETY ACT, R.S.O., 1990, C.01 as amended.

The classification of Contractors and Sub-Contractors in the City of Stratford Health and Safety Policies and Procedures Manual is external to the City of Stratford and includes all those individuals or organizations working on a contract for the City of Stratford. The health and safety responsibilities attached to this classification include the following:

- Demonstrate the establishment and maintenance of health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as City of Stratford Health and Safety Policies and Procedures.
- Are held accountable for their health and safety performance.
- Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area.

Proof of the above may be required by the City at any time from tendering to project completion.

6.6 **Accessibility Standards for Customer Service:**

The Bidder shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act, 2005*, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein in persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, *Accessibility Standards for Customer Service*, made under the *Accessibility for Ontarians with Disabilities Act, 2005*, the Bidder shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Bidder acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the City of Stratford must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. The City's Accessibility Plan can be found on the website at

http://www.city.stratford.on.ca/site_stepstocityhall/accessibility_customer_service.asp

6.7 **Errors & Omissions**

It shall be understood and acknowledged that while this RFP includes specific requirements and specifications minor items or details not herein specified, but obviously required shall be provided as if specified in conformance with current practices and workmanship. Any omissions, errors or misinterpretation of these requirements and specifications or within the proposal bid shall not relieve the bidder of the responsibility of providing the goods and services as aforesaid.

6.8 **Insurance**

The Proponent shall include with this submission proof of ability to obtain insurance as listed below. The City's Certificate of Insurance, attached in **Section 9.0**, shall be completed and submitted by the successful Proponent, within seven (7) days of notification of award of this project. This form is to be completed by the Proponent's insurance provider(s).

This certificate must detail such coverage as provided under the Aviation General Liability policy, Non Owned Automobile Liability policy and Standard Owners Automobile Liability policy, Coverage shall be effected by such Insurer(s) licensed in the Province of Ontario, Canada, and/or acceptable to the City.

The Aviation General Liability shall be on an "Occurrence basis".

The policies will not be altered to the detriment of the City, cancelled or allowed to lapse without giving 30 days written notice to the City and shall remain in force from Contract execution to the end of the Warranty period.

The City must be included as Additional Insured with respect to the Aviation General Liability policy.

The Proponent shall indemnify and hold harmless the Corporation of the City of Stratford, 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 acts or omissions of the Proponent, 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 contract.

Mandatory Coverage:

(i) Aviation General Liability

Shall include the Owner, its employees and Consultants as Insureds. The Corporation of the City of Stratford and such other entities as directed shall be added as additional Insureds. Minimum acceptable limits are \$2,000,000 per Occurrence.

The Aviation General Liability policy must include "Cross Liability" endorsements.

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Maximum Property Damage/Bodily Injury Deductible \$2,500 for which The Contractor assumes full responsibility.

- (ii) Non Owned Automobile Liability Policy
Minimum Limits of Liability \$1,000,000 and coverage must be extended to include vehicles hired under Contract.
- (iii) Standard Owners Automobile Liability Policy
Minimum Limits of Liability \$2,000,000
- (iv) Premises Liability
Minimum Limits of Liability \$2,000,000
- (v) Professional Liability Insurance:
Professional liability insurance in the Proponent's name not less than \$ 2,000,000 per occurrence.
- (vi) The City may require coverage for other hazards as required on a project basis.
- (vii) The City reserves the right to modify the insurance requirements as deemed suitable.

6.9 Infringements and Indemnification

Proponents shall protect, defend and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a part or parties, by or from any of the acts of the proponent, and/or the agents, employees, successors, or assigns the proponent.

7.0 SUBMISSION REQUIREMENTS

- 7.1 Each proponent must completely satisfy themselves as to the exact nature and existing conditions of the requirements and for the extent and quality of the work to be performed. Failure to do so will not relieve the successful proponent of their obligation to carry out the provisions of the contract.
- 7.2 If a proposal is a joint submission of two (2) or more Proponent firms, a single Proposal is to be coordinated and submitted by the lead firm with the required information. The lead firm shall act as the Proponent in all contractual obligations of any resulting award and agreement.

PART A – Service Proposal

- 7.3 Evidence of the proponent's qualifications, as required and itemized following, must be provided in the proposal.
 - i) the proponent must be engaged in providing services as outlined in this RFP;
 - ii) the proponent must have a comprehensive understanding in the areas of work listed in this RFP;
 - iii) the proponent shall have a proven record of having provided this service. The City of Stratford reserves the right to check all references furnished and consider the responses received in determining award of this contract;
 - iv) the proponent's personnel and management to be utilized in this service shall be knowledgeable in their areas of expertise.

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- 7.4 The proposal shall include as a minimum, the following information presented in the order given:
- i) The name of the firm, office address, telephone number, facsimile number and e-mail address.
 - ii) The name, title, address, telephone number and e-mail address of persons who will both manage and be assigned to perform the services of the contract; an outline of their role and extent of involvement.
 - iii) The name of geotechnical sub-consultant, address, telephone number and e-mail address.
 - iv) Resumes of one (1) or two (2) pages, including references, detailing educational qualifications and previous work assignments related to this RFP for each person who will perform the services required. These credentials may be verified by the City. In the event that the contracting firm changes personnel assignments in the course of the contract the consultant shall be required to submit, for approval by the City of Stratford, the credentials and resumes of the newly assigned persons.
 - v) A list of three (3) applicable customer references who have contracted the proponent for services offered by the proponent and which are similar in scope to the requirements of this RFP. The list should include the following information:
 - Company name and address
 - Contact name and telephone number
 - A brief description of the specific services provided
 - vi) A clear description of the approach, methods, techniques and tasks to be performed in carrying out the services requested (See SCOPE OF WORK);
 - vii) List of deliverables
 - viii) The availability of the firm to undertake the work in the required project period

PART B – Financial Proposal

- i) A detailed chart providing estimated hours, fees and expenses associated with each phase/component of work
 - ii) An all inclusive price (excluding taxes which are to be itemized separately) for all services and tasks outlined in the Scope of Work and a per diem rate for any work outside the project period. Any separate billings are to be approved by the City in advance.
- 7.5 This Request for Proposal document, the proponent's response to this solicitation and subsequent written contract to the successful proponent shall form the basis of the binding contract to be executed between the parties. Proponents shall enclose in their submission, a form of written contract that they expect to be bound by in performing the work and services called for in this RFP, and which will be reviewed and finalized by both parties.
- 7.6 All proponents shall enclose a proposed payment schedule.
- 7.7. The selected proponent agrees not to release or in any way cause to release any confidential information of the City of Stratford unless authorized in writing by the City. Proponents may declare confidentiality in their proposals. However, the City of Stratford reserves the right to share with any consultant of their choosing the RFP and submitted proposals to secure expert opinion.

8.0 EVALUATION CRITERIA AND PROCESS

8.1 Evaluation Team

Proposal submissions will be evaluated by an evaluation team from the City of Stratford. The City shall not be obliged to disclose the evaluation scores of any individual member of the Evaluation Team, nor to justify any score awarded by that team or any member thereof. All evaluations carried out by the Evaluation Team shall be considered to be fair and accurate for all purposes and shall not be subject to review by a court or other tribunal.

BY RESPONDING TO THIS RFP, PROPONENTS AGREE TO ACCEPT THE RECOMMENDATION OF THE EVALUATION TEAM AS TO THE SUCCESSFUL PROPONENT AND ACKNOWLEDGE AND AGREE THAT CITY COUNCIL MAKES THE FINAL DECISION.

8.2 Evaluation Criteria

The City of Stratford's intent is to enter into a Contract with the Proponent who has the highest overall scoring results from the evaluation process. The following criteria will be used to evaluate the proposals received.

1. Capability

- a) Company Experience - the length and quality of experience of the company in doing similar work. Sample projects with references are to be listed.
- b) Project Manager Experience - the length and quality of experience of the person named in the proposal as the Consultant's project manager. The experience does not necessarily have to be all with the same Consultant. It must be demonstrated by providing references and contacts that the project manager has comprehensive experience in runway design and construction projects.
- c) Team Quality - the length and quality of experience of the team members including the geotechnical sub-consultant who have been selected by the consultant to work on this particular project. Detailed resumes of key team members are to be provided.

2. Methodology

- a. Quality of Proposal - the effort that went into the proposal.
- b. Work Plan - the thoroughness of the consultant's approach to the project.
- c. Level of Effort - the total man-hours proposed and the distribution among team members.
- d. Innovative Considerations - this line allows the discretionary granting of additional points to those consultants who are proposing reasonable innovations that will enhance the project.

3. Acceptable Schedule

Evaluate the consultant's schedule for completion of the work.

4. Budget

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Evaluation Criteria:

The evaluation process will consist of two (2) different components:

- A. Service Proposal;
- B. Financial Proposal

Proponents must achieve a minimum score of 75% (56.25 out of 75) on the Service Proposal (item A) evaluation criteria inclusive, in order to move forward to the Financial Proposal (item B). Proposals that do not meet the minimum score required for the Service Proposal (item A) will be deemed non-compliant and will be given no further consideration.

The Service Proposal should demonstrate an understanding of the scope and particulars of the Project, and should clearly address the following evaluation criteria numbered 1 through 3 inclusive (and numbered as such in the Service Proposal). The Financial Proposal should address the requirements set out in the evaluation criteria number 4. A total of 100 available points will be allocated to the Proposal, as follows:

Category	Available Points														
A. Service Proposal															
1. Experience of the Proponent	15														
2. Experience and Qualifications of Key Team Members	20														
3. Understanding of Objectives and Quality of Approach and Methodology	30														
4. Work Plan, Schedule and Level of Effort	<u>10</u>														
<i>Total Available Points – Part A</i>	75														
B. Financial Proposal															
<p>The financial component of the Proposal will be scored based on a relative pricing scale with respect to the lowest proposed project fee. Maximum score of twenty-five (25) points will be awarded to the Proposal with the lowest proposed project fee. The other remaining Proposals will be scored on the following scale, based on the relative pricing differential.</p> <p><u>Scoring Scale:</u></p> <table style="margin-left: 40px;"> <tr> <td>Lowest priced Proposal</td> <td>25 points (max.)</td> </tr> <tr> <td>Within 5% of the lowest price</td> <td>20 points</td> </tr> <tr> <td>6% to 10.99% of the lowest price</td> <td>17 points</td> </tr> <tr> <td>11% to 20.99% of the lowest price</td> <td>12 points</td> </tr> <tr> <td>21% to 30.99% of the lowest price</td> <td>8 points</td> </tr> <tr> <td>31% to 50% of the lowest price</td> <td>5 points</td> </tr> <tr> <td>Exceeds 50% of the lowest price</td> <td>0 points</td> </tr> </table>		Lowest priced Proposal	25 points (max.)	Within 5% of the lowest price	20 points	6% to 10.99% of the lowest price	17 points	11% to 20.99% of the lowest price	12 points	21% to 30.99% of the lowest price	8 points	31% to 50% of the lowest price	5 points	Exceeds 50% of the lowest price	0 points
Lowest priced Proposal	25 points (max.)														
Within 5% of the lowest price	20 points														
6% to 10.99% of the lowest price	17 points														
11% to 20.99% of the lowest price	12 points														
21% to 30.99% of the lowest price	8 points														
31% to 50% of the lowest price	5 points														
Exceeds 50% of the lowest price	0 points														
Total Available Points															
100															



9.0 CERTIFICATE OF INSURANCE

THE CORPORATION OF THE CITY OF STRATFORD
 This is to certify that the Insured, named below, is insured as described below

CITY FILE NUMBER RFP12 -01

This form must be completed and signed by your insurer or insurance broker

Note: 1. Proof of liability insurance will be accepted on this form only (with no amendments)
 2. If a facsimile has been transmitted, the original certificate must follow

NAME OF INSURED	TELEPHONE NUMBER	AREA CODE
ADDRESS OF INSURED	STREET NAME	CITY
		POSTAL CODE

TYPE OF INSURANCE	INSURER'S NAME	POLICY NUMBER	EFFECTIVE DATE			EXPIRY DATE			LIMITS OF LIABILITY Bodily Injury & Property Damage- Inclusive
			YR.	MO.	DAY	YR.	MO.	DAY	
Aviation General Liability									Per Occurrence
Premises Liability									\$ Aggregate
<input type="checkbox"/> Excess									\$

Aviation General Liability Occurrence Basis

Including Personal Injury, Property Damage, Contractual Liability, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause. The policy also includes:

Tenant's Legal Liability No or Yes (Limit) \$ _____

Professional Liability or Errors & Omissions Insurance									\$
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Environmental Liability or Contractors Pollution Liability									\$
--	--	--	--	--	--	--	--	--	----

Environmental Liability Policy includes coverage for off-site operations Yes or No

Motor Vehicle Liability									\$
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Motor Vehicle Liability - Must cover all vehicles owned or operated by the insured

THE CORPORATION OF THE CITY OF STRATFORD has been added as an additional insured but only with respects to their interest in the operation of the Named Insured.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned, an Insurer licensed in the Province of Ontario, Canada, to the insured named above are in force at this time.

If cancelled or changed in any manner that would affect The Corporation of the City of Stratford as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the City of Stratford
Attention: Purchasing Department
P. O. Box 818, 1 Wellington Street,
Stratford Ontario, N5A 6W1
Fax: 519-271-4357

This Certificate is executed and issued to the aforesaid, The Corporation City of Stratford, the day and date herein written below.

Date	YR	MO	DAY	NAME OF INSURANCE COMPANY OR BROKER (COMPLETING FORM)
ADDRESS OF INSURER OR INSURANCE BROKER		TELEPHONE NO.	FAX NO	AUTHORIZED REPRESENTATIVE OR OFFICIAL BY:

THIS FORM MUST BE COMPLETED, SIGNED & STAMPED BY YOUR INSURER OR INSURANCE BROKER

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10.0 FORM OF PROPOSAL/BIDDER DECLARATION

To: The Corporation of the City of Stratford

I/We _____
(name)

(title/position)

of _____
(name of firm)

1. 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.
2. 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 bid for the same requirement (unless performed under a "joint" agreement and so declared in the bid), and in all respects is fair and without collusion or fraud.
3. FURTHER DECLARE that no City of Stratford employee, or Member of Council is, or will become interested directly or indirectly as a contracting party unless disclosed as follows:

4. FURTHER DECLARE that all statements, schedules and other information provided in this bid are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.
5. FURTHER DECLARE that I have carefully examined the bid, response requirements, general conditions, requirements and hereby acknowledge the same to be part and parcel of any contract to be let for this project therein described or defined and do all the work and to provide the services of the project mentioned for the price(s) stated.
6. FURTHER DECLARE that the agent listed below is hereby authorized by the Proponent to submit this bid and is empowered and authorized to negotiate all matters with the City representatives on behalf of the Proponent.
7. AGREE that this bid is to continue open for acceptance until the formal Contract is executed or a Purchase Order is issued to the successful Proponent or for ninety (90) days following the bid closing date, whichever occurs first and that the city may, at any time within that period, without notice, accept this bid whether any other bid has been previously accepted or not.
8. **Agrees to have checked the City of Stratford website and have allowed for Addenda numbered as follows: _____ through to _____.**

Signature of Authorized Officer

Name of Authorized Officer (print)

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10.0 FORM OF PROPOSAL/BIDDER DECLARATION (Cont'd)

Company Bidding			
Address			
City		Postal Code	
Telephone		Fax Number	
Contact Name			
Title			
Authorized Signature			
Print Name			
Email Address			
Date			