



Request for Proposal for:

Consulting Services for Engineering Design, Contract Administration and Construction
Management for the Gord Brown Memorial Canada 150 Rink

PROPOSAL NUMBER RECM-2019-01

The Town of Gananoque is seeking proposals from qualified respondents to provide consulting services for engineering design, contract administration and construction management for the Gord Brown Memorial Canada 150 Rink. Interested respondents must submit their proposals in sealed envelopes marked "*Consulting Services for Engineering Design, Contract Administration and Construction Management for the Gord Brown Memorial Canada 150 Rink*", to Adam McCluskey, no later than January 16th, 2019 at 1:00 pm eastern standard time. Submissions shall be addressed to 30 King St. E, Box 100 Gananoque, ON, K7G 2T6.

NOTES TO RESPONDENT

RFP NUMBER: RECM-2019-01

RFP FOR: TOWN OF GANANOQUE
Consulting Services for Engineering Design, Contract Administration and Construction Management for the Gord Brown Memorial Canada 150 Rink

REGISTRATION: This RFP is available through Biddingo at www.biddingo.com. All addendums will also be available through Biddingo and must be included when submitting the proposal.

DEADLINE FOR SUBMITTING INQUIRIES: Wednesday, January 9th, 2019

DEADLINE TO RESPOND TO INQUIRIES: Friday, January 11th, 2019

RFP CLOSING: Date: Wednesday January 16th, 2019
Time: 1:00 PM
Location: 30 King Street East
Gananoque, ON K7G 2T6

Any proposal submitted after the above-noted time will not be accepted. Any proposal not submitted at the above-noted location will not be accepted.

RFP OPENING: Date: Wednesday January 16th, 2019
Time: 1:00 PM
Location: 30 King Street East Gananoque, ON K7G 2T6

CONTACT FOR RFP: Adam McCluskey, Manager of Parks & Recreation
Town of Gananoque
613 382-2149 ext.1411 or recmanager@gananoque.ca

SUBMIT COMPLETED RFP TO: Proposal Number RECM-2019-01 TOWN OF GANANOQUE
Consulting Services for Engineering Design, Contract Administration and Construction Management for the Gord Brown Memorial Canada 150 Rink

30 King Street East, P.O. Box 100 Gananoque, ON K7G 2T6
Attention: Adam McCluskey, Manager of Parks & Recreation

I. GENERAL

This is a Request for Proposal (RFP) inviting Proponents to develop and submit to the Corporation of the Town of Gananoque (Town) a proposal setting out the qualifications, experience and conceptual proposal to achieve the Town's goals. The Town will consider entering into a contract for the implementation of the most acceptable proposal which will be determined having regard to the evaluation factors set out in this RFP.

The RFP will adhere to the dates as identified on the [NOTES TO RESPONDENT](#), unless the Town elects to alter the dates, in which event the proponents shall be notified of the change.

The following terms and conditions will apply to this RFP. Submissions of a proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the Town. Provisions in the proposals that contradict any of the terms of this RFP will be treated as if not written and do not exist.

II. PRE-SUBMISSION TOUR/MEETING

If there is a mandatory pre-submission tour/meeting it will be described on the [NOTES TO RESPONDENT](#). Although the Town will not be obligated to accommodate any additional requests for a tour/meeting, the Town reserves the right to schedule an additional meeting if extenuating circumstances apply. The Town shall do so at its sole discretion based on the circumstances.

III. QUESTIONS CONCERNING REQUEST FOR PROPOSAL (RFP)

1. Only questions received by the Town in writing will be acknowledged. All correspondence shall be sent to the Contact for this RFP as outlined on the [NOTES TO RESPONDENT](#).
2. No interpretation or clarification of the meaning of any part of this RFP will be made orally to any respondent.
3. If any respondent has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing to the Contact of Proposal named on the [NOTES TO RESPONDENT](#) at least seven (7) business days prior to the Proposal due date noted on the cover page in order that Town staff may have sufficient time to respond. The Town cannot guarantee a response to any questions received after this deadline. The Town reserves the right to extend the deadline for questions if required.

4. Copies of all questions and answers, and any addenda to supplement the Proposal, will be available through Biddingo no later than four (4) business days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding on the Town. Any such clarifications or addenda shall become part of this Proposal.
5. All enquiries and other communications throughout the RFP period are to be directed ONLY to the municipal contact named in the NOTES TO RESPONDENT. Proponents must not attempt to communicate directly or indirectly with any employee, contractor, elected official or other representative of the Town, including the Evaluation Team. Noncompliance with this condition during the RFP period may (for that reason alone) result in disqualification of a proposal.

IV. PREPARATION AND SUBMISSION OF PROPOSALS

Proponents shall prepare a proposal addressing all the requirements of this RFP. The proposal must include a signed Form of a Revocable Offer as set out in Schedule "D" and Proposal Submission as set out in Schedule "E". The Proponent's signature indicates acceptance of the terms and conditions set out herein. Ensure that the signatory has authority to commit the company by making such a proposal. Ensure that the proposal includes a contact name, address and phone number.

Your proposal should be concise and should address, but not necessarily be limited to, the requirements and evaluation criteria.

It is essential that the elements contained in your proposal be stated in a clear and concise manner. Failure to provide complete information as requested will be to your disadvantage.

Proposals will be evaluated in accordance with the mandatory requirements as detailed in IX. Evaluation. Proponents are instructed to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Only proposals found to meet the mandatory requirements will be further evaluated in accordance with the evaluation criteria subject to point rating as detailed herein.

1. The proposal must be received at the closing location before the specified closing time as per the [NOTES TO RESPONDENT](#).
2. The proposal must be in English and must not be sent by mail, facsimile or e-mail.
3. Three (3) hard copies of the proposal must be submitted, with one originally signed copy and one (1) digital copy on a USB drive.
4. The proposal must contain a lump sum fixed price for all services to be provided in response to this RFP.
5. The Proponent must attend an interview with the Town, if requested.

Validity of Proposal

Any proposal must remain open for acceptance for a period of not less than 120 days after the closing date of the RFP. After the RFP closing date, no amendments to the proposal will be accepted. However, during the evaluation, the Town may require clarification from or conduct interviews with proponents.

V. REVIEW

1. The Town of Gananoque reserves the right to select consultants based on pricing, performance and availability.
2. Review and evaluation of proposals will be by an Evaluation Team which may include council members and staff of the Town. Final approval may be subject to the review and decision by Council of the Town.
3. The acceptance and award of a Proposal will be subject to the approval of the Council for the Corporation of the Town of Gananoque.
4. Upon selection of the finalist, the Town may, if necessary, begin scope clarifications, draft contract revisions, and final price negotiations in order to comply with the budget set out for this activity. Should the negotiations fail to result in an executed contract with the preferred respondent, the Town of Gananoque may, in its sole discretion, elect to terminate negotiations with the preferred respondent and begin negotiations with the second most preferred respondent (and so on) or cancel the procurement process.
5. Prior to commencing any work, the successful respondent will be required to enter into a contract with the Town. Price adjustments to reflect process and/or scope modifications may be negotiated after selection by the Town.
6. The lowest cost Proposal may not necessarily be accepted.

7. **The Town of Gananoque reserves the right to cancel this RFP at any time for any reason, prior to an official contract/agreement being signed.**

VI. TERMS AND CONDITIONS

The following terms and conditions are deemed to be accepted by all persons submitting a proposal in response to this RFP, and are deemed incorporated into every contract resulting from this RFP:

1. Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent interviews and negotiations with the Town, if any. If the Town elects to reject any or all proposals, the Town 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.
2. The Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the contract or in respect of the competitive process, and the Proponent, by submitting a proposal, waives any claim for loss of profits if no contract is made with the Proponent.
3. Each Proponent is deemed to expressly declare and warrant in the proposal that:
 - a. The prices in this proposal have been arrived at independently from those of any other Proponent.
 - b. The prices in this Proposal have not been knowingly disclosed by the Proponent, and will not knowingly be disclosed by the Proponent prior to award, directly or indirectly, to any other proponent or competitor.
 - c. No attempt has been made, nor will be made, to induce any other person to submit or not to submit a proposal for the purpose of restricting competition.
 - d. This proposal is in all respects fair and without collusion or fraud
 - e. The Proponent is competent to perform the work as described in this RFP, and has the necessary qualifications, knowledge, skill and experience to perform the work.
4. This RFP shall not be construed as an agreement to purchase goods or services. The Town is not bound to enter into a contract with the Proponent who submits the lowest-priced proposal, or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Town will be under no obligation to receive further information, whether written or oral, from any Proponent.
5. Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal or provincial law, or municipal bylaw.
6. Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no Proponent will acquire any legal or

equitable rights or privileges relative to the goods or services until the occurrence of both events.

7. By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contract with the Town that includes, at a minimum and without limitation; the clauses set out in [VI. TERMS AND CONDITIONS](#) of this RFP.
8. While the Town has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
9. Proponents are solely responsible for familiarizing themselves, and insuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Town with personal information of employees, Proponents will ensure that they have obtained consent from the employees before forwarding such information to the Town. The Proponent, by submitting a proposal, consents to the use and collection of all personal information contained in the proposal and specifically acknowledges and agrees that such information may be made public by the Town without additional consent from the Proponent.
10. Any selected Proponent shall be required to provide Commercial General Liability Insurance, in an amount no less than \$5,000,000. WSIB coverage shall be provided as required. Errors and omissions insurance shall also be required in a form and amount satisfactory to the Town. The Town shall be named as an additional insured on all policies of insurance and the successful Proponent shall provide proof of insurance as required.

VII. PROVISIONS OF THE AGREEMENT

The following contractual terms shall be included in any contract entered into with the successful Proponent. The final contract negotiated with the successful Proponent shall not be limited to the terms set out below:

1. The Contractor will obtain all the licenses and permits required to perform the work.
2. The Contractor will comply with all laws applicable to the work or performance of the Contract.
3. Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.
4. All disputes arising out of or in connection with the Contract will, unless the parties agree otherwise, be referred to and finally resolved by arbitration pursuant to the Municipal Arbitrations Act.
5. The Contract and the financial obligations of the Town pursuant to that Contract are subject to there being sufficient money available in the municipal budget to enter into and complete the Contract.
6. Any Contract resulting from this RFP will require that the Contractor indemnify and save harmless the Municipality, its employees, elected officials and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Town at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director or sub-contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of the Town.
7. Any Contract resulting from this RFP shall require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, insurance acceptable to the Town. The Contractor will provide the Town with evidence of the required insurance and the Town shall be named as an additional insured.
8. The Town will be the owner of the intellectual property rights in the design developed through the Contract.
9. For billing purposes payment will be made on a monthly basis. The Town's terms of payment are net thirty (30) calendar days upon receipt of invoice.
10. All invoices shall show the following information:
 - a. Invoice Number
 - b. Date
 - c. Name of Town contact for services performed
 - d. Location of services
 - e. Description of services performed
 - f. Breakdown of materials, equipment used and unit costs
 - g. Signed daily worksheet/report (if applicable)

VIII. DESCRIPTION OF PROCUREMENT PROCESS

The Town reserves the right to:

1. Supplement, add to, delete from or change this solicitation document;
2. Reject any or all Proposals or information received pursuant to this RFP;
3. Cancel this RFP at any time, with or without the substitution of another RFP;
4. Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process;
5. Conduct investigations with respect to the qualifications and experience of each respondent. This includes investigating references that may not be listed in the proposal;
6. Take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interests of the Town
7. Require one or more respondents to supplement, clarify or provide additional information in order for the Town to evaluate the Proposals submitted.
8. The Town is not bound to accept the lowest price submission.

IX. EVALUATION

The evaluation of proposals will be based on the following for a total of 100 points

1. Proposals will be evaluated by the Town utilizing the following scoring:

Overall Impression – The overall quality and depth of the proposal	5%
Qualifications - The respondent will be evaluated based on the breadth of its capabilities, the depth/strength of its organizational structure, and the qualifications of individual team members	20%
Experience - The respondent's experience will be evaluated based upon its past history of successfully providing similar services. References may be contacted in order to verify satisfactory performance on similar projects	25%
Proposed Approach - The respondent will be evaluated based upon the proposed approach to the project, including work plan/timelines, and deliverables	10%
Professional Fees	40%

2. The Proponent with the highest overall score may be identified as the successful proponent and provided an opportunity to negotiate a contract to perform the work.
3. Proposals will be evaluated for the “Proposal Fee” portion based on the following calculation:
 - a. The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (50%). All higher fees proposed shall be awarded points, rounded to the closest full point of the portion of the evaluation of the following:

- i. Awarded Price Points = $\left(\frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}}\right) * \text{Max Percentage (50\%)}$

X. SITE LOCATION

Town of Gananoque – Lou Jeffries Arena Grounds 600 King Street East
Gananoque, Ontario

XI. SCOPE OF SERVICES

1. BACKGROUND - The Town of Gananoque is located 15 minutes east of the City of Kingston and has a population of approximately 5200 residents. In September of 2018, Gananoque was selected by the Ottawa International Hockey Festival and the Canada 150 Rink Donation Selection Committee as the successful applicant to receive the donated funding and the 85' x 200' rink system (dasher boards, plexi glass, score board, etc).

The rink has since be renamed by Town Council to the Gord Brown Memorial Canada 150 Outdoor Rink (GBM) to honour the legacy of Gord Brown and his many contributions to our community. The rink will be built on existing Town land. The award and donation of the rink systems also comes with a grant of \$150,000 towards the installation. The grant must be spent by March 15th, 2019 and physical work of phase 1 must be completed by July of 2019. The project was split into four phases in the application listed as follows:

Phase 1 – Site work, construction and installation of an engineered concrete pad, lights and the donated rink systems to be used for both summer programming and a natural ice surface in the winter. The pad will contain refrigerant tubing, capped headers and other systems in anticipation of Phase 2.

Phase 2 – Construction of a Class T engine room in accordance with CSA B-52 guidelines and installation of the necessary refrigeration plant to expand the number of months an ice surface can be maintained.

Phase 3 – Construction of Change Rooms/Washrooms.

Phase 4 – Construction of a roof over the rink.

The purpose of the RFP is to contract a firm to provide detailed engineering services for all four phases of the project with detailed costing and scheduling. The design and construction of the project will be funded by various grants coupled with fundraising efforts throughout the four phases. Funding is already secured for Phase 1 and the successful proponent will be responsible for contract administration and construction management for this phase. Further phases will be awarded as funding/Council approval permits.

2. Scope of Work - The Town of Gananoque has engaged an architect to produce a concept site plan and building design for all four phases of the Gord Brown Memorial Project. The Town is seeking an engineering design firm to produce detailed design and construction drawings for the Gord Brown Memorial Rink through all four phases. Further, as the funding for this project is through grants and donations, the proponent will provide construction management (CM) services to provide advice, oversee and manage construction: planning, costs, scheduling, quality, methods and materials.

Through the application to receive the Canada 150 Rink, commitments have been made by local contractors to provide contributions of materials and/or labour to construction of this project and it is anticipated that further commitments will be made. To facilitate these contributions to the project, the CM will organize the project scope into work packages that can be bid on by individual trades. This procurement will be managed by the CM and will follow the Town of Gananoque's Procurement By-law. Each contract will be between the CM and the individual trades and the CM will be responsible for ongoing cost, quality and schedule management.

Firms are requested to provide a detailed proposal and pricing to complete the main focuses of this RFP which includes but is not limited to;

- Detailed Design for all four phases of the GMB project
- Phase 1 - Contract Admin and Construction Management
- Phase 2 - Contract Admin and Construction Management
- Phase 3 - Contract Admin and Construction Management
- Phase 4 – Contract Admin and Construction Management

3. Proponents shall prepare a proposal addressing all the requirements of this RFP. The proposal must include a signed Form of Irrevocable Offer as set out in Schedule "D". The Proponent's signature indicates acceptance of the terms and conditions set out herein. Ensure that the signatory has authority to commit the organization by making such a proposal. Ensure that the proposal includes a contact name, address and phone number.

Proposal should be concise and should address, but not necessarily be limited to, the requirements and evaluation criteria set out in this RFP.

4. Proposals will be evaluated in accordance with the requirements as detailed in [IX. REVIEW/EVALUATION](#) above. Proponents are instructed to address each requirement in

sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Only proposals found to meet the mandatory requirements will be further evaluated in accordance with the evaluation criteria subject to point rating as detailed herein.

5. The proposal shall include a fixed lump sum price for undertaking the scope of work as described in this RFP. The fee proposal shall include any sub-consultants and all disbursements. The proposals shall be all inclusive and must include the deliverables identified, and be based on your professional experience, any other foreseeable deliveries for a project of this nature and complexity as described in this RFP and based on the site visit. The proposals are irrevocable for 120 days after submission.
6. The proposal should include a history of the firm, including details of comparable projects and previous experience in the design of public buildings, with emphasis on heritage buildings and administrative offices. Include sufficient detail to allow the Evaluation Team to understand your role in the project, the value added by your participation, and all relevant information necessary to assess your qualifications to undertake this proposal.

The Proponent shall submit CVs for all personnel that will work on the project. CVs shall be up-to-date and shall be submitted as an Appendix in alphabetical name sequence. Proponents shall identify each employee's demonstrated relevant experience and education and include the following:

- a. demonstrate required experience and skill sets;
 - b. detailed individual resumes;
 - c. brief description of relevant projects and complexity including individual's role, responsibilities and length of time spent on the project; and
 - d. provide, for each project, references which may be contacted.
7. *Ontarians with Disabilities Act* -The Proponent shall acknowledge their awareness of and all measures that will be taken to comply with the Ontarians with Disabilities Act.

Schedule D

FORM OF IRREVOCABLE OFFER

I, hereby offer to provide the requirements under the Request for Proposal (RFP) to the Corporation of the Town of Gananoque according to the terms set out in this proposal as well as in the RFP, including the requirement for an acceptance by a formal contract acceptable to the Corporation of the Town of Gananoque. I also agree that this irrevocable offer shall be open to acceptance by the Corporation for a period of 120 days from the closing date for the receipt of proposals.

Witness

Signature

Name

Title

Address

City/Province

Telephone

Fax Number

Email

Schedule E PROPOSAL SUBMISSION

RFP NUMBER: RECM-2019-01

RFP FOR: TOWN OF GANANOQUE
Consulting Services for Engineering Design, Contract
Administration and Construction Management for the Gord Brown
Memorial Canada 150 Rink

I/We the undersigned have read and understand this Proposal document, and herewith agree to perform the Scope of Work required in accordance with the Proposal document issued by Procurement Services, at the price(s) listed below:

We certify that:

1. The party executing this document is authorized to sign the same.
2. To the best of my/our knowledge and belief the information provided in our Proposal submission is correct.
3. Except as expressly and specifically permitted in the instructions to Proponents, we shall not have any claim for any compensation of any kind whatsoever, as a result of participating in this bid, and by submitting a bid we shall be deemed to have agreed that we have no such claim.
4. To the best of my/our knowledge and belief our bid submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a bid for the same work and is in all respects fair and without collusion or fraud.
5. To the best of my/our knowledge and belief no member of the Council and no officer or employee of the Corporation of the Town of Gananoque is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or 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 money to be derived therefrom.
6. My/Our bid submission will remain open for acceptance for a period of 120 (one hundred and twenty) calendar days after opening of the bids and the Corporation of the Town of Gananoque may at any time within this period accept our bid submission.

Schedule E Con't

PROPOSAL SUBMISSION

The check boxes below are included as a convenience only to ensure requirements for submission is complete.

<p>NUMBER OF COPIES: Three (3) hard copies of the proposal must be submitted, with one originally signed copy and one (1) digital copy on a USB data drive</p>		<input type="checkbox"/>
<p>EXPERIENCE OF SIMILAR WORK: The proposal should include a history of the firm as well as experience of similar work and references. The Proponent shall submit up-to-date curriculum vitae for all personnel that will work on the project.</p>		<input type="checkbox"/>
<p>Pursuant to Section 29(1(a) of the <i>Municipal Freedom of Information Act</i>, I _____, authorize the Corporation of the Town of Gananoque to contact any person(s)/companies for the purpose of obtaining reference information.</p>		<input type="checkbox"/>
<p>SUBCONTRACTORS: Are there any sub-contractors being used?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Please include phone/email information and any other qualifying details as part of submission</p>	<input type="checkbox"/>
<p>PROPOSAL BID: The proposal shall include a fixed lump sum price for undertaking the scope of work as described in this RFP. The fee proposal shall include any sub-consultants and all disbursements. The fee proposal shall be separated for the design of the project and for each phase as follows:</p> <p>Detailed Design for all four phases of the GMB project Price _____ Phase 1 - Contract Admin and Construction Management Price _____ Phase 2 - Contract Admin and Construction Management Price _____ Phase 3 - Contract Admin and Construction Management Price _____ Phase 4 – Contract Admin and Construction Management Price _____</p>		<input type="checkbox"/>

<p>ADDENDA: The Contractor is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, "None":</p> <p>Addenda Numbers:</p> <hr/>	<input type="checkbox"/>
<p>SCHEDULES: Schedule "D" Form of Irrevocable Offer Schedule "E" Proposal Submission Schedule "F" Concept Site Plan Schedule "G" Dasher Board Drawings and Specifications Schedule "H" Score Board specifications</p>	<input type="checkbox"/>

Schedule E Con't

PROPOSAL SUBMISSION

<p>COMMENCEMENT: Date Of Earliest Commencement Of Work Upon Award:</p> <p>Date: _____</p>	<input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
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<p>SIGNED AND SUBMITTED FOR AND ON BEHALF OF: The undersigned hereby acknowledges and agrees that the Scope of Services has been read and is fully understood.</p>		<input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
Business Name (please print)	Telephone	
Street Address (please print)	Cell:	
City/Town and Postal Code	Facsimile:	
Title of Authorizing Representative:	Print Name:	
Date:	Signature:	
<p>Your completion of this form confirms acceptance of the Town of Gananoque Terms and Conditions. Proponents who impose restrictions on their bid using a qualifying statement risk having their bid rejected.</p>		