



TOWNSHIP OF/CANTON DE
Tiny

THE CORPORATION OF THE TOWNSHIP OF TINY

REQUEST FOR QUOTATION

2025-03 Consulting Services for Local Aging Plan Update

Closing Date and Time: Friday, April 18, 2025 (4:00 pm)

The Township of Tiny is seeking a quotation for an update and re-work of the Township of Tiny Local Aging Plan. This work must be completed by November 28, 2025.

Quotation shall be inclusive of the Scope of Work section outlined in the Request for Quotation (RFQ). Amendments to the scope of work must be clearly stated in the quote package. The budget for the update of the Township Local Aging Plan is \$20,000.00 including HST. This funding has been provided by the Simcoe County Age-Friendly Municipal Grant Program.

A detailed quotation must be received no later than:
April 18, 2025 (4:00 pm) Eastern Local Time

Lowest quotation may not necessarily be accepted.

DEFINITIONS

The following definitions apply to the interpretation of the Contract Documents:

1. **“Addenda”** or **“Addendum”** means any additions, deletions, modifications or other changes to the quote documents and all corresponding Schedules and Appendices.
2. **“Business Day”** means any day from Monday through Friday between the hours of 9:00am and 4:30pm, excluding statutory holidays observed by the Corporation of the Township of Tiny.

3. **“Closing Time”** means the time specified in Instructions to Proponents by which all Quotes shall be stamped and received by the Owner.
4. **“Contractor” or “Successful Proponent”** means the Proponent to whom the Contract is awarded and undertaking the execution of the Work under the terms of the Contract.
5. **“Council”** means the elected Council for the Township of Tiny.
6. **“Owner” or “Township”** refers to The Corporation of the Township of Tiny, as the case may be, and as identified in the Request for Quote, and Contract Documents for the purpose of the award, execution, and performance of the Contract.
7. **“Proponent”** refers to any legal enterprise making a submission in response to this Request for Quote.
8. **“Quote”** refers to the package submitted by the Proponent.
9. **“Request for Quote” (RFQ)** means the complete set of documents issued by the Township used to solicit quotes.
10. **“SALC”** refers to Seniors Active Living Centre programs funded by the Ministry for Seniors and Accessibility to promote active and healthy living, social engagement and learning for persons who are primarily seniors by providing them with activities and services.
11. **“Sub-Contractor”** means a legal entity approved by the Owner undertaking the execution of a part of the Work pursuant to an agreement with the Proponent and includes a supplier.
12. **“Supply”** means to provide the necessary tools, materials, equipment, and/or product to satisfy the Request for Quote requirements.

PROJECT OVERVIEW

The Township of Tiny proudly received the Age-Friendly Community designation from the World Health Organization (WHO), marking our inclusion in the Global Network of Age-Friendly cities and communities. To build on and enhance this recognition, The Corporation of the Township of Tiny is seeking quotations from qualified consultants to assist staff with a comprehensive review and update of their Local Aging Plan, which was developed in 2017. The intended goal of this update is to undertake a complete examination of the existing plan, identify needs, build upon previously established goals, and establish age-friendly priorities which will contribute to sustained improvements in the lives of older adults. The successful proponent will facilitate, guide and develop the resulting documents through comprehensive public consultation and in keeping with Province of Ontario’s Age-Friendly Community Planning Guide.

QUOTE SUBMISSIONS

Only Request for Quote documents and related documents posted on the Township's website are to be considered in instructing Quote submissions. The Township accepts no responsibility for the accuracy of information found or distributed on other websites or elsewhere.

All expenses incurred by the Proponent in preparation and submission of a quote, and/or in providing any additional information necessary for the evaluation of a quote, shall be the sole responsibility of the Proponent. The Township shall not be liable to reimburse any Proponent for the costs associated with preparation or submission of the quote or additional information. The Township shall not return the quote, or any accompanying documents once submitted.

It is the responsibility of each Proponent to submit all required documents as outlined in the Request for Quote, including as outlined in any change notices, appendices and addenda which may be subsequently issued.

Quotes shall be completed in accordance with the requirements set out in this Request for Quote. Incomplete Quotes may be rejected at the discretion of the Township's representatives.

GENERAL SCOPE OF WORK

- a) Conduct a review of the following materials
 - [Local Aging Plan](#)
 - Local Aging Plan Score Card (Will provide to successful proponent)
 - [Parks and Recreation Master Plan](#)
 - [Multi-Year Accessibility Plan](#)
 - [2022-2026 Strategic Plan](#), vision, mission, and corporate values
 - Local Services and Programs – use gathered information to identify program gaps
 - [Age-Friendly Community Planning Guide](#)

- b) Community and Stakeholder Engagement
 - Surveys targeted towards individuals 55+ who reside in the Township, with specific questions to identify program and service needs
 - Focus Groups with the following
 - i. Seniors Advisory Committee
 - ii. Bayshore Seniors Club (SALC)
 - iii. Georgian Shores Seniors Club (SALC)
 - iv. Le Club de l'Âge d'Or de Lafontaine (Seniors Club)
 - v. Township Staff (Recreation and Events + Senior Management.)
 - One on-site visit to assess current facilities and local recreation amenities

- i. Perkinsfield Pavilion/Park
 - ii. Lafontaine Community Centre/Pavilion and Park
 - iii. Wyevale Park
 - iv. Wyebridge Community Centre and Park
 - v. Toanche Park
 - vi. Parkside Park (Balm Beach)
- c) Update of the Current Local Aging Plan
 - Utilize industry trends and best practices in relation to Township Recreation Department implementation
 - The Township of Tiny is a Rural Community; updates should reflect the population, demographic and local geography in relation to the size of the Township, staffing compliment, and financial capacities
 - Take staff revisions to current plan into consideration for the update
 - Attainable Key Strategic Directions and action plan that will result in improved Healthy Lifestyle and Wellbeing for individuals 55+ while improving accessibility to programs, facilities, and services.
 - i. Clearly defined goals and objectives create a one-page summary that could be duplicated as a poster.
 - ii. Consider beach use and the leisure activities that could be facilitated at the waterfront in addition to accessibility
- d) Conduct Final Presentation to both Township Council and the Seniors Advisory Committee
 - Create a brief slide deck that can be used for both presentations
 - Presentations can be completed virtually

PAYMENT SCHEDULE

- Upon a successfully accepted RFQ, 25% invoice for the work to be completed may be submitted to the Township.
- Upon the completion of section b) in the scope of work section, the next 25% of the overall cost of the project may be submitted in the form of an invoice.
- Upon completion of the update and the plan being adopted by Council the remaining 50% of the budgeted project invoice may be submitted.

TENTATIVE PROJECT SCHEDULE

- Expression of Interest (EOI) Deadline April 4, 2025
- RFQ Closing April 18, 2025
- Award of Contract May 9, 2025
- Completion of Needs Assessment review July 2025
- Completion of Local Aging Plan Update draft October 2025
- Completion of Local Aging Plan Update November 28, 2025

The project deadlines are aligned with grant deadline requirements

PROPOSAL FORMAT & SUBMISSION CHECKLIST

Proposals shall be clear and concise and shall include the following information:

- Provide a detailed company profile as it relates to:
 - General corporate details;
 - Areas of specialty;
 - Office location(s);
 - The staff that would be assigned to this project and their credentials;
 - Current workload and capacity to complete the work;
 - Value-added aspects of your corporate philosophy you believe gives your firm an advantage over other proponents;
- General liability and property damage insurance of at least \$2,000,000 naming the Township of Tiny as additional insured
- Provide a detailed budget breakdown of costs associated with the project's scope of work
- Provide a timeline proposed for the completion of this project
- Three professional references, municipal references preferred
- WSIB Insurance Certificate and number
- CRA Number
- HST Number

SUBMISSION INSTRUCTIONS

Expression of Intent (EOI) to submit a quote package must be sent electronically to tbialas@tiny.ca by Friday, April 4, 2025, at 4:00pm.

RFQ documents will be received electronically to tbialas@tiny.ca until 4:00 pm on Friday, April 18, 2025.

INQUIRIES AND ADDENDUMS

All inquiries or questions related to the Requests for Quote document must be submitted in writing to Thomas Bialas, Recreation Services Coordinator at tbialas@tiny.ca no later than Monday, April 14, 2025 (4:00 pm). Addendums will be issued to all Proponents no later than 48 hours from the submission deadline.

Inquiries or questions will be addressed through an addendum process, all answers to questions will be relayed to those proponents who have submitted an EOI by the specified deadline.

Should a Proponent identify omissions, discrepancies, errors, ambiguities or departures from good practice, or have any other questions or comments regarding the information and documents provided, said Proponent shall notify the Township immediately in writing

through email. Such notification shall be made no later than three (3) business days prior to the Closing Date.

The Township reserves the right to distribute a copy of any or all such notices or questions received from Proponents to the other Proponents. If the Township provides a response to such a notice or question, said response shall be provided to all Proponents.

Prior to the Closing Time, the Township may add to or otherwise change any provision of the Request for Quote Documents at any time. Notice of such change shall be issued in writing, electronically as a formal Addendum, and the Township shall not have an obligation to provide any further notification of such changes; it is the responsibility of the Proponent to have reviewed all Addenda that have been issued. In the Addendum the Township may, among other changes, extend the Closing Time. Should the Township be required to issue an addendum within 48 hours of the submission deadline, the addendum shall include an extension of the submission deadline.

The Township shall not be responsible for oral explanations or instructions, which explanations or instructions shall not alter the Request for Quote requirements or documents and must not be relied upon by the Proponent.

Under no circumstances will an oral explanation or interpretation modify any of the requirements or provisions of the request for quote.

The Township reserves the right, in its sole discretion, to clarify any submission after the Closing Date by seeking and/or acquiring additional information from one (1), any or all Proponents without obligation to clarify or obtain additional information from any or all other Proponents.

IRREVOCABILITY

Quotes shall be irrevocable by the Proponent and shall remain open for acceptance by the Township for a period of 60 days after the RFQ Closing Time.

RESERVED RIGHTS

The Township's consideration and selection process will be based on which Proponent has provided a compliant Quote which the Township determines in its sole and absolute discretion to be the most beneficial to, and in the best interest of the Township.

A Proponent may be excluded from eligibility to submit a Quote, or the Quote may be summarily rejected and returned to a Proponent where the Proponent is or has been involved in litigation with the Township, its elected officials, officers or employees within the five (5) years preceding the Closing Time.

A Quote may be summarily rejected and returned to a Proponent where there is documented evidence of poor performance, non-performance or default by the Proponent

in respect to any contract with the Township within the five (5) years preceding the Closing Time.

A Quote may be summarily rejected and returned to a Proponent where the Proponent or its personnel have demonstrated abusive behaviour or threatening conduct toward Township employees, agents or representatives.

The Proponent acknowledges that the Work(s) or portions thereof are subject to the procurement and issuance of funding, certain permits, authorizations, licenses, easements and other approvals as may be required from third parties or under applicable laws, statutes and regulations ("Approvals"). In the event that Approvals are not issued by third parties which makes the performance of the work impossible, and parties are not at fault, or the contract is "frustrated" and thereby discharged, the Township reserves the right, without liability to the Tenderer, to:

- Not award a contract and/or cancel the request for Quotes.
- Award a contract in whole or in part but expressly subject to the right on the part of the Township to cancel all or part of the contract at any time after the award thereof in the event that such Approvals cannot be obtained.
- Delay the consideration of the award of a contract until the Approvals may be obtained.

In any event, and without limiting the generality of the foregoing, the Township reserves the right, in its absolute discretion, to reject any or all Quotes or to award a contract to other than the Proponent submitting the lowest Quote, and waive informalities or irregularities without liability, provided that Council, in its sole and absolute discretion, decides that it is in the best interest of The Corporation of the Township of Tiny to do so.

By submitting this tender quote, the Proponent acknowledges that it shall have no claim against, nor entitlement to damages from the Township by reason of the Township's rejection of its Quote or of all Quotes, or by reason of any delay in the acceptance of a Quote, or cancellation, deferral or other stay of all or part of a prospective contract as a result of a frustrating event nor of the Township's proper decision based on its own best interest as provided above. The Township may defer or cancel the project or this request for Quotes for any reason without liability. Quotes are subject to a formal contract being prepared and executed.

SCORING CRITERIA

Township Staff will review all RFQ documents that are submitted in accordance with the submission deadline and that have been completed in full of all supporting documentation included. All packages will be scored at the same time by an internal review team comprised of Township Staff.

	Possible Scoring
Completeness of the RFQ Submission	1-10
Value Added	1-10
Budget Breakdown and Costing	1-20
Project Timeline	1-10
Knowledge of the Area and Displayed Creativity	1-20
References	1-10
Similar Experience and Qualifications	1-20
Total	/100

All costs and expenses incurred by the Proponent in connection with providing the RFQ shall be borne by the Proponent and shall not be recoverable as against the Township. By submitting a Quote, the Proponent acknowledges and accepts that it may not be awarded a contract, even if it is the submitted cost is lowest.

The Township is not liable to pay for such costs and expenses nor to otherwise reimburse or compensate the Proponents in connection with the Quote, provided that in the event the Township breaches its obligations under this request for quote, if any, or the Township breaches its duty of care arising from this request for quote, if any, the Township may be responsible for the reasonable costs incurred by the Proponent in preparing its quote.

NEGOTIATION

The Township reserves the right to enter into negotiations post-award with the Successful Proponent to arrive at a mutually satisfactory arrangement with respect to any modifications including but not limited to: scope of work, total cost, delivery schedule or any other significant element of the Request for Quote.

The Township may terminate negotiations if, in its sole discretion, it believes a negotiated agreement cannot be achieved that is in the best interest of the Township. No Proponent shall have rights against the Township arising from such negotiations or termination thereof.

HARMONIZED SALES TAX

The Township acknowledges and agrees that the works proposed herein are subject to Harmonized Sales Tax (HST), currently set at 13%. The quote pricing is to be inclusive of HST, however all invoices and Payment Certificates will be required to show the HST as a separate line item.

CONTRACTOR COMPLIANCE VERIFICATION

The Township has initiated a program named "Compliance Sync" for all contractors performing work on behalf of the Township to ensure continuous visibility to Compliance. This includes the provision of all legal requirements in accordance with the Occupational Health and Safety Act; as well as other documentation, which may be legally required in order to be retained by the Township to provide services. The Township hereby requires all contractors having successful quotations, tenders or proposals to be verified by Compliance Sync and maintain their status in good standing throughout the contract period in accordance with terms of the prospective contract.

The Township will only execute documents with contractors, including the Successful Proponent, after such contractor(s) has/have been verified by Compliance Sync, and that said contractor is approved by the Township to comply with the requirements of the contract.

At minimum, in order to satisfy the terms of the Proposal, all contractors performing work on behalf of the Township must provide Proof of Insurance, Registration, Certification, Licensing, Authorization and Professional Membership as legally required, where applicable, as well as all relevant Workplace Occupational Health & Safety Training applicable to the scope of work. Such documentation and training shall remain current and valid during the duration of the contract period.

In order to complete the verification process, proponents will be requested to provide information that may include, but is not limited to:

- CRA Business Number;
- WSIB Account Number;
- Certificate of Insurance with Township of Tiny named as additional insured and with a minimum \$2,000,000 Commercial General Liability Insurance Policy;
- Business License, Registration or Authorization as legally required by contractor, where applicable.

It is also required that all contractors/the Successful Proponent provide the following information on behalf of their workers:

- First and Last Names of all workers performing work on behalf of the Township.
- Certificates of Qualification from the relevant industry authority related to their professional certifications, where applicable. (E.g. Ontario College of Trades, Technical Standards and Safety Authority, Professional Engineers Association, etc.).

- Proof of Training for all Occupational Health & Safety requirements related to the work they are required to perform an exposure to potential workplace hazards (e.g. WHMIS, fall prevention, confined space, etc.) where applicable.
- Proof of Completion for Worker/Supervisor Safety Awareness Training, mandatory in Ontario since July 2014 (whichever is applicable).

For more information about becoming a Verified Contractor please contact Compliance Sync at 1-844-400-4484 or visit www.compliancesync.com

HEALTH AND SAFETY

The Successful Proponent shall:

Comply with all laws, rules, and regulations relating to the work to be provided and be responsible for the safety of all workers in undertaking delivery of the work;

Covenant that all of its employees are knowledgeable in, and follow the regulations that pertain to their duties, are included in the *Occupational Health and Safety Act* (R.S.O.), 1990, as amended (the “*OHS*A”), and any regulations made pursuant to the Acts;

Covenant and agree to observe strictly and faithfully the provisions of the *OHS*A, and all regulations made pursuant to the Acts;

Agree to indemnify and save the Township, its servants, or agents, harmless for damages or fines arising from any breach or breaches of the *OHS*A and any regulations made pursuant to the Acts;

Agree to assume full responsibility for the enforcement of the *OHS*A, and any regulations made pursuant to the Acts, and the Township’s Health and Safety policies and safe work practices;

Acknowledge and agree that any breach or breaches of the *OHS*A, and any regulations made pursuant to the Acts, may result in the immediate termination of the Successful Proponent and the forfeiture of all sums owing to them by the Township;

Agree that any damages or fines that may be assessed against the Township by reason of breach of the *OHS*A, and any regulations made pursuant to the Acts, by the Successful Proponent will entitle the Township to off-set the damages so assessed against any monies that the Township may owe the Successful Proponent.

Upon request, provide the Township with a copy of their Corporate Health and Safety Policy;

Demonstrate establishment and maintenance of a Health and Safety Program with objectives and standards consistent with the applicable legislation and with the Township's Health and Safety policies and requirements; and

- Ensure that all of its supervisory personnel performing the work under this contract are "competent persons" within the meaning of the *OHS*A.

EMPLOYMENT

The successful Proponent and any subcontractors will, respective of the prospective contract, employ Canadian citizens, permanent residents, or those persons legally eligible to work in Canada.

In employing persons, refrain from discriminating against any person by reason of his race, religion, political affiliations, or gender.

SUB-CONTRACTORS / SUPPLIERS

The Proponent agrees to submit a list of any and all sub-contractors and suppliers, including equipment and material suppliers, who will be carrying out any part of this contract. This list shall show the names of the proposed sub-contractors and suppliers and for what work, equipment and/or materials each sub-contractor or supplier will be responsible. This list shall include the name and address of each proposed subcontractor and supplier. The Township has the right to reject any of the sub-contractors and suppliers so named at its sole and absolute discretion. In this event, the Proponent shall arrange to have the work done or material supplied by such other sub-contractor or supplier as may be approved by the Township, acting reasonably.

Should the Proponent cease operations, under no circumstances shall sub-contractors or suppliers be allowed to continue the work on the site unless an authorized representative of the Proponent is present on the site at all times. The Proponent shall notify the Township in writing of the names and positions of the person or persons so representing the contractor.

As part of this Proposal package, Standard Forms for listing any Sub-Contractors and suppliers have been included. The Township reserves the right to request proof of agreements between the Proponent and any and all subcontractors or listed suppliers.

CONFLICTS OF INTEREST

Proponents shall disclose any potential conflicts of interest to the Township, including, but not limited to:

- Business relationships it may have with any Township elected officials or employees involved in the evaluation of the Proposal; and
- Family or romantic relationships it may have with any Township elected officials or employees involved in the evaluation of the Proposal.

If any conflicts do exist, the Township may, at its own discretion, withhold the award of the contract from the Successful Proponent until the matter is resolved.

By submitting a Proposal, the Proponents also certifies that:

- There is no collusion or arrangements between them and any other Proponents(s) in connection with this Request for Proposals; and
- That they have no knowledge of the contents of other Proposals.

No offers of gifts, gratuities, discounts, commissions, or special services has or will be made or received from any Township elected officials or employees

CONFIDENTIALITY

All Proposal submissions, documentation and information provided to the Township by Proponents in connection with or arising from the Proposal submission and/or subsequent prospective contract shall become the property of the Township, and as such are subject to requests under the *Municipal Freedom of Information and Protection of Privacy Act* (“*MFIPPA*”). Accordingly, Proponents are requested to identify any information in their Proposal submission that, if disclosed, could cause them injury. The Township will make every reasonable effort to maintain the confidentiality of such information, however Proponents are advised that the information may become public through a request for information pursuant to *MFIPPA* or as otherwise may be required by law. The Township shall not be liable if any such confidential information becomes public or is disclosed. Proponents may not identify their entire bid submissions as “confidential”; such a notation may be considered grounds for disqualification.

INSURANCE

The Successful Proponent shall obtain and maintain insurance coverage, provided by insurance companies licensed to transact business in the Province of Ontario, as outlined below:

- i) A Comprehensive General Liability insurance policy with a minimum \$2,000,000.00 limit per occurrence and aggregate that insures against third party

claims for bodily injury (including death), personal injury and/or property damage. The Township shall be included as Additional Insured.

- ii) Professional (Errors & Omissions) Liability insurance policy with a minimum \$2,000,000.00 limit per claim and aggregate that insures against third party claims that arise out of alleged or actual wrongful acts and/or errors and omissions of the Proponent. If written on a claims-made form, such insurance must be kept in force for a minimum of two (2) years following the completion of services to the Township.

The insurance policy/ies shall, where applicable, name the Corporation of the Township of Tiny as additionally insured with respect to liability arising out of the operations of the Successful Proponent with regard to the work covered by the contract. The Successful Proponent shall also execute a Waiver of Subrogation clause in favour of the Corporation of the Township of Tiny. Any deductible shall be the responsibility of the Successful Proponent.

The Successful Proponent shall forward a certified copy of all policies and/or certificates thereof to the Township before the work is started and, if applicable, shall provide proof of insurance while carrying out the services resultant from the Proposal at the request of the Township and at least annually. All insurance costs related to this section are to be borne by the Successful Proponent.

CODE OF CONDUCT

At all times, the employees of the Successful Proponent shall act in a civil, responsible, courteous, and generally productive manner. There will be no allowances made of employees to offend, interfere, or join in activities being carried on by Township staff or outside groups while the Proponent is employing them, and such complaints, if received, will be referred to the Proponent. The Township reserves the right to request that said employee be taken off the works, and not so re-employed to the job site until satisfactory arrangements have been made to ensure that there is no repetition of the offending behaviour.

OWNERSHIP OF PRODUCT

The successful Proponent shall acknowledge and agree that any software, documentation, information, or materials they develop in the course of providing the deliverables and all right, title, and interest, including intellectual property rights, shall be the property of the Township. The Township shall have permanent royalty and cost-free license to use any concept, product, or process, which is patentable, capable of trademark, or otherwise produced by or resulting from the services rendered by the supplier in connection with this project.

ACCESSIBILITY REGULATIONS FOR CONTRACTED SERVICES

The Accessibility for Ontarians with Disabilities Act states that all third-party agencies (consultants, contractors, vendors, service providers), working on behalf of the Township, must be trained on the Accessibility Standard for Customer Service (O. Reg. 429/07), on the Integrated Accessibility Standards (O. Reg. 191/11) and on the Human Rights Code.

It is the responsibility of third-party agencies to ensure that all their employees, working on behalf of the Township, are trained accordingly. To ensure compliance, please visit our Accessibility webpage at www.tiny.ca to obtain the appropriate training booklets or contact the Township's Accessibility Coordinator at 705-526-4204. A Validation of Understanding must be submitted prior to the commencement of work.

TERMINATION

If, at the sole discretion of the Township of Tiny, there is a breach by the Successful Proponent of any of the terms contained herein, or if the Successful Proponent should neglect to execute the work properly or fail to perform any provision of this RFP or the prospective contract, once entered, the Township, after fifteen (15) business days and written notice to the Successful Proponent, may, without prejudice to any other remedy in existence, including but not limited to termination of the contract, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Successful Proponent.

Upon termination of the contract, the balance of the contract shall be forfeited. Where the contract is terminated in accordance with the foregoing, the Township shall be deemed free to enter into an agreement with any other Proponent for the requirements called for in this RFP.

Failure to maintain the required documentation (including but not limited to insurance and WSIB certification) while services are being provided to the Township may result in suspension of the work activities and/or termination of the contract.

ASSIGNMENT OF CONTRACT

The Successful Proponent shall not assign, transfer, convey, sublet or otherwise dispose of the contract or the right, title or interest therein, or the power to execute such contract, to any other person, company or corporation, without the previous written consent of the Township's officials, which consent shall not be unreasonably withheld.

GOVERNING LAW

The Proposal Documents and submissions shall be governed by the laws of the Province of Ontario and the federal laws of Canada as applicable therein.