



# SHARED PURCHASING SERVICE CONSORTIUM OF GREY-BRUCE

Bluewater District School Board  
Bruce-Grey Catholic District School Board



799 - 16<sup>th</sup> Avenue, Hanover, Ontario N4N 3A1 Telephone (519) 364-5820 Fax (519) 364-5828

## **REQUEST FOR Proposal**

### **Real Estate Brokerage Services**

**RFP # 22-00055**

**Issue Date: February 7, 2022**

**Closing Location:**

**Shared Purchasing Service Consortium of Grey Bruce**

**Attn: Brian Hayman**

**799-16<sup>th</sup> Avenue Hanover, Ontario N4N 3A1**

**Submission Deadlines:**

**Submission Deadline Date: February 25, 2022 at 11:00AM local time**



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## 1.0 Definitions

In this document, the following terms will be defined as:

**“Agreement”** means the Agreement of Purchase and Sale and all schedules forming part of the Agreement, including this Request for Proposal.

**“Bidder”** means prospective buyers of the Property.

**“Business Day”** means any day on which the Bluewater District School Board normally conducts business.

**“Buyer”** means company and company representative authorized to submit a bid in accordance with the terms and conditions set forth in this document.

**“Board”** means the Bluewater District School Board.

**“Broker”** means Professional Real Estate Broker.

**“Closing”** means the closing of this transaction, including the payment of the purchase price and the delivery of the closing documents in accordance with the provisions of the final Agreement.

**“Commission Percentage”** means the proposed brokerage fee, as a percentage, that will be charged to the Board to cover all services requested in this RFP. Commission Percentage must be a percentage that is inclusive of all applicable duties and fees, excluding HST, which should be itemized separately.

**“Listing Agreement”** means a contract under which the Board (as principal) authorizes a real estate broker (as Broker) to find a buyer for the property on the owner's terms..

**“Must”** means mandatory. Proponents failing to comply with a “must” requirement will be deemed non-compliant.

**“Non-compliant”** means the submission will be eliminated from further evaluation.

**“Property”** means the property formerly known as Georgian Bay Community School described legally as PLAN 309 LOT 266 LOT 267 LOT;275 LOT 277 TO LOT 284 PT;LT268 PT LT273 PT LT274. Municipal address 125 Eliza Street, Meaford, Ontario N4L 1B4. The Property shall be sold on an “as-is-where-is” basis.

**“Proponent”** means the Real Estate Broker/Agent that is submitting a proposal for RFP # 22-00055.

**“Rectification Period”** means the time period that will begin from the date and time that the SPSCGB issues a rectification notice to the Proponent and end at the time specified in the notice.

**“RFP”** means Request for Proposal.

**“RFP Contact”** means Brian Hayman, Supervisor of Purchasing -  
Brian\_Hayman@bwdsb.on.ca



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**“Sale Approval”** means the necessary internal approvals from the Bluewater District School Board required to dispose of the Property.

**“Seller”** means the Bluewater District School Board.

**“Shall”** means mandatory. Proponents failing to comply with a “shall” requirement will be deemed non-compliant.

**“SPSCGB”** means the Shared Purchasing Service Consortium of Grey Bruce, representing both the Bluewater District School Board and the Bruce Grey Catholic District School Board.

**“Submission Deadline”** means the final date and time that offers will be accepted.

## 2.0 Background

The "Shared Purchasing Service Consortium of Grey-Bruce" (SPSCGB) provides the purchasing of goods and services for the Bluewater District School Board (the “Board”) and the Bruce-Grey Catholic District School Board. The SPSCGB is committed to procuring with public funds the best value consistent with quality, performance, and delivery, through innovative and cooperative buying.

## 3.0 Purpose/Scope

This Request for Proposal (“RFP”) is an invitation to qualified, professional real estate brokers (the “Broker”) to submit proposals for real estate services for the sale of land at 125 Eliza Street, Meaford, Ontario (the “Property”) as further described in Appendix D.

The successful Proponent shall be required to perform the following tasks as part of the scope of service for the sale of the Property:

- a) Market the Property (including Multiple Listing Service)
- b) Develop strategies and marketing materials (electronic and/or hard copy and/or video) for sale of the Property
- c) Show the property to prospective buyers as required;
- d) Communicating with and reporting to the RFP Contact on an ongoing basis regarding the status of services and the progress towards a successful sale of the property; and
- e) Negotiate the sale of the Property, in consultation with Board staff and in accordance with the Board’s by-laws, policies and procedures.

The information contained in this RFP is supplied as a guideline for the Proponent. The information is not guaranteed or warranted to be accurate by the Board, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their own opinions and conclusions with respect to the matters addressed in this RFP.



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## 4.0 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be: Brian Hayman, Supervisor of Purchasing - Brian\_Hayman@bwdsb.on.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Board, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent’s proposal.

## 5.0 Contract for Deliverables

The selected Proponent will be requested to enter into direct contract negotiations to finalize a Listing Agreement with the Board. Proponents must submit a sample form of Listing Agreement in the submission response. This proposed Listing Agreement is to form the basis for commencing negotiations between the Board and the selected Proponent. It is the Board’s intention to enter into a Listing Agreement with only one (1) legal entity.

## 6.0 RFP Timetable

### Key Dates

Issue Date of RFP	February 7 <sup>th</sup> , 2022
Deadline for Questions	February 16 <sup>th</sup> , 2022
Deadline for Issuing Addenda	February 18 <sup>th</sup> , 2022
Submission Deadline	February 25 <sup>th</sup> , 2022 @ 11am
Rectification Period	February 28 <sup>th</sup> – March 2 <sup>nd</sup> , 2022
Anticipated Contract Award (subject to approval)	March 4 <sup>th</sup> , 2022

The RFP timetable is tentative only and may be changed by the Board at any time. For greater clarity, business days means all days that the Board’s administrative office is open for business.

## 7.0 Submission Requirements

### 7.1 Proposals to be Submitted at Prescribed Location

All submissions of proposals must be in a sealed envelope and submitted to:

Shared Purchasing Services Consortium of Grey-Bruce c/o Bruce Grey Catholic Education Centre



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799 16<sup>th</sup> Avenue

Hanover, Ontario N4N 3A1

Attn: Brian Hayman

Submissions of proposals must be physically received before 11:00am local time at 799 16<sup>th</sup> Avenue Hanover, Ontario N4N 3A1 on February 25, 2022. Submissions received after this deadline will not be accepted and will be returned unopened. Please note that Proponents are solely responsible to ensure that their submissions are received by SPSCGB on or before the deadline. The electronic date and time stamp located in the front reception area of the Bruce-Grey Catholic Education Centre will be considered official.

Submissions received at any other location will not be considered. Facsimile, telephone, verbal or electronic submissions will not be accepted. Upon the submission deadline of this RFP, all proposals submitted will be irrevocable by the Proponent and will remain open for acceptance for a period of ninety (90) days from the submission deadline.

Where indicated, the submission must be signed by an authorized representative of the Proponent. Any unsigned submissions will be rejected.

The Board will not be responsible for, nor reimburse the Proponent for, any expenses incurred by the Proponent in the preparation of their submission. Except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal the Proponent shall be deemed to have agreed that it has no claim.

## **7.2 Proposals to be Submitted in Prescribed Format**

Proposals should be in a clearly marked envelope and comprised, formatted and submitted as indicated below:

Proponents must submit one (1) original “marked as original” and one (1) original paper copy of Stage I – Mandatory Requirements, Stage II – Non-Financial Criteria, and Stage III – Pricing. Proponents are also requested to submit one (1) electronic copy, Adobe Acrobat format, of the Non-Financial Criteria and one (1) electronic copy, Adobe Acrobat format, of Pricing. All Proponents are asked to submit their proposals using two (2) envelopes. One sealed envelope should contain the Mandatory and Non-Financial Criteria and the other sealed envelope should be designated for Pricing only. Each envelope should be sealed and clearly marked ‘RFP # 22-00055’ and labeled “Mandatory and Non-Financial Criteria” or “Pricing”.

## **7.3 Amendment of Proposals**

Changes or revisions that are considered to, at the sole discretion of the SPSCGB, alter the intent of this RFP will be issued as a formal addendum. All addendum/addenda will be issued in the same manner for all Proponents who have received a copy of this RFP.



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Proponents may be notified by addendum of any additions, deletions and/or changes to the specifications or terms contained in this RFP. Any addenda issued will be governed by the terms and conditions in this RFP. All addenda will be issued at least seven days prior to the RFP submission date. If an addendum is issued within seven (7) days of the RFP submission date, the RFP submission date may be extended. Interpretations, corrections or changes in the RFP documents made in any other manner will not be binding and Proponents shall not rely upon such interpretations, corrections or changes.

All Proponents shall confirm receipt of all addenda if applicable. It is the sole responsibility of the Proponent to ensure they have received any addenda that have been issued. A copy of all addenda issued must be submitted along with your proposal.

### **7.4 Withdrawal of Proposals**

At any time throughout the RFP process until the execution of a written agreement, a Proponent may withdraw a submitted proposal. To withdraw a proposal prior to the Submission Deadline, the Proponent should contact the RFP Contact. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the Proponent. The SPSCGB is under no obligation to return withdrawn proposals.

### **7.5 Evaluation Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the SPSCGB will issue the Proponent a rectification notice identifying the deficiencies and providing the Proponent an opportunity to rectify the deficiencies. If the Proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected.

The following sections are mandatory and must be submitted with each Proponent's response to this RFP in order for the submission to proceed to the next stage of evaluation.

#### **7.5.1 Company Profile**

Proponent to provide a company profile and a statement outlining their understanding of the RFP scope details. The profile should include the number of years the brokerage firm has been in business both locally and in other areas (where applicable) and the size of the company including the number of agents.

#### **7.5.2 Company Team**

Provide details on the proposed agent or team, including individual profile(s), detailing the biography of the agent or team that will be assigned to the listing and include details of the similar transactions completed.

Provide a resume of the lead agent for this sales opportunity as well as any others who may be involved.





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## 7.5.3 Proposed Listing Agreement and Other Information

Proponents must provide a copy of the proposed Listing Agreement they intend to execute with the Board.

The Successful Proponent's proposed Listing Agreement shall include provisions to cover the following:

1. The understanding that the Board's own form of Agreement of Purchase and Sale, including special provisions, will be used.
2. The understanding that the Board has the sole right and discretion to accept or reject any offer to purchase submitted to it for approval and that no commission will be paid unless a sale is completed.
3. The Board reserves the right to negotiate the terms and conditions of the Listing Agreement with the highest scoring Proponent.

Provide any other information which may be relevant in the award of this RFP. List all formal names of forms, agreements, etc., that will be required for the sale of this property.

## 7.5.4 Mandatory Information Summary

For further clarity, the following is considered Mandatory and must be included in the submission.

Section/Appendix	Requirement
Appendix A	Complete, sign, scan and submit the form to the RFP Contact as soon as possible. Include a copy in the final submission.
Appendix B	Complete and sign
Appendix C	Complete and sign
Proposed Listing Agreement	Details as per 7.5.3
Company Profile	Details as per 7.5.1
Company Team	Details as per 7.5.2

## 7.6 Evaluation Stage II – Non-Financial Criteria

Stage II will consist of two subsections that will be scored and evaluated separately.

### 7.6.1 Strategy to Sell the Property

Strategy to sell the property is worth 40 points of the total score.

Proponents are to provide a detailed sales strategy for the property. The strategy shall include confirmation and details of all items identified in 3.0 – Purpose/Scope

Initial requirement assumptions are as follows:



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- Proponents shall propose a minimum listing time;
- Property to be marketed on an “as-is-where-is” basis;
- Applicable taxes are in addition to the sale price;
- Agreement of Purchase and Sale shall contain a condition noting it is subject to the approval of the Board; and
- Sole responsibility lies with the prospective Buyer to obtain any required municipal or other government approval(s).

## 7.6.2 Comparable Sales Information and Suggested Pricing

Comparable sales information and suggested pricing is worth 30 points of the total score.

Provide sales information for comparable sites sold, by the Proponent, within the last twenty-four (24) months along with listing and selling price and amount of time on the market.

Provide a suggested list price and narrative of the recommended pricing for the property. Elaborate on rationale for the proposed pricing. Identify any risks, or other attributes and characteristics regarding advantages as well as limitations of the property.

## 7.6.3 Rated Criteria

The SPSCGB will evaluate each qualified proposal on the basis of the non-financial rated criteria first, and then open the Pricing section second and only to Proponents who passed all mandatory items.

Rated Criteria Category	Weighting (Points)
Strategy to Sell the Property <ul style="list-style-type: none"> <li>• Strategy Overview and Details</li> <li>• Marketing Materials (electronic/hard copy/video)</li> <li>• Communications &amp; Negotiations with the SPSCGB</li> </ul>	<b>40</b>
Comparable Sales Information and Suggested Pricing <ul style="list-style-type: none"> <li>• Comparable Sites</li> <li>• Proposed Sell Price(s) and Rationale</li> <li>• Advantages and/or Limitations</li> <li>• Details of Agent/Team including biographies</li> <li>• Lead Agent Resume</li> </ul>	<b>30</b>
Pricing	<b>30</b>
<b>Total Points</b>	<b>100</b>



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## 7.7 Evaluation Stage III - Pricing

- (a) Proponents must provide, in the proposed Listing Agreement, the Commission Percentage;
- (b) Please note that Pricing (Commission Percentage) must be in a sealed envelope within the submission package and labeled

### 7.7.1 Evaluation of Pricing

Pricing is worth 30 points of the total score.

Each Proponent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

Lowest Total Commission Percentage / Proponents Commission Percentage x  
Weighting = Proponents Pricing Score

For example, if Proponent A is asking for a Commission Percentage of 4% while Proponent B is asking for a Commission Percentage of 3% the formula would look as follows:

Proponent A –  $0.03/0.04 \times 30 = 22.5$

Proponent B –  $0.04/0.04 \times 30 = 30$

## 8.0 Contract Negotiations

### 8.1 Ranking of Proponents

The highest scoring Proponent will receive a written invitation to enter into direct contract negotiations to finalize the Listing Agreement with the SPSCGB. In the event of a tie, the selected Proponent will be the Proponent selected by way of coin toss. The SPSCGB reserves the right to publish the name of the selected Proponent.

### 8.2 Contract Negotiation Process

Any negotiations will not constitute a legally binding offer to enter into a Listing Agreement on the part of the Board or the Proponent, and there will be no legally binding relationship created with any Proponent prior to the execution of a written Listing Agreement. The terms and conditions found in this document are to form the basis for commencing negotiations between the SPSCGB and the selected Proponent. Negotiations may include requests by the SPSCGB for supplementary information from the Proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the SPSCGB for improved pricing, reasonable changes in the scope or performance terms from the select Proponent.



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## **8.3 Time Period for Negotiations**

The SPSCGB intends to conclude negotiations and finalize the Listing Agreement with the top-ranked Proponent, commencing from the date the SPSCGB invites the top-ranked Proponent to enter negotiations. A Proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award, provide requested information in a timely fashion and conduct its negotiations expeditiously.

## **8.4 Failure to Enter into Agreement**

If the parties cannot conclude negotiations and finalize the Listing Agreement for the deliverables within the contract negotiation period, the SPSCGB may discontinue negotiations with the top-ranked Proponent and may invite the next-best-ranked Proponent to enter into negotiations. This process will continue until a Listing Agreement is finalized, until there are no more Proponents remaining that are eligible for negotiations, or until the SPSCGB elects to cancel the RFP process.

## **9.0 General Information and Instructions**

### **9.1 No Incorporation by Reference**

The entire content of the Proponent's proposal should be submitted in an integrated format, without reference to the content of websites or other external documents. The examination of the Proponent's proposal should not require a reviewer to search outside the proposal for external documents. Any document not integrated with a proposal will not be considered to form part of the proposal.

### **9.2 Information in RFP Only an Estimate**

The SPSCGB and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables. It is the Proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

### **9.3 Proponents to Bear Their Own Costs**

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

### **9.4 Proposal to be Retained by the Board**

The Board will not return the proposal or any accompanying documentation submitted by a Proponent.



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### **9.5 No Guarantee of the Volume of Work or Exclusivity of Contract**

The Listing Agreement to be negotiated with the selected Proponent will be an exclusive contract for the provision of the Property only.

## **10.0 Communication after Issuance of RFP**

### **10.1 Proponents to Review RFP**

Proponents should promptly examine all the documents comprising this RFP and may direct questions or seek additional information in writing by e-mail to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The SPSCGB is under no obligation to provide additional information, and the SPSCGB is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the Proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The SPSCGB is not responsible for any misunderstanding on the part of the Proponent concerning this RFP.

### **10.2 All New Information to Proponents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If the SPSCGB, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated by addendum. Each addendum forms an integral part of the RFP and may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by the SPSCGB. In Appendix B, Proponents must confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

### **10.3 Post-Deadline Addenda and Extension of Submission Deadline**

If the Board determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Board may extend the Submission Deadline for a reasonable period of time.

### **10.4 Verify, Clarify, and Supplement**

When evaluating proposals, the Board may request further information from the Proponent or third parties in order to verify, clarify, or supplement the information provided in the Proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory submission requirements set out in 7.5. The SPSCGB may revisit, re-evaluate, and rescore, or reject the Proponent's proposal or ranking on the basis of any such information.



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## **11.0 Notification and Debriefing**

### **11.1 Notification to Other Proponents**

Once a definite Listing Agreement is executed by the Board and a Proponent, the other Proponents may be notified directly by public posting, in the same manner that this RFP was originally posted, of the outcome of the procurement process.

### **11.2 Debriefing**

Proponents may request a debriefing after publication of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification.

### **11.3 Procurement Protest Procedure**

If a Proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures. The notice must provide a detailed explanation of the Proponent's concerns with the procurement process or its outcome.

## **12.0 Prohibited Conduct**

### **12.1 Disqualification for Prohibited Conduct**

The SPSCGB may disqualify a Proponent, rescind an invitation to negotiate or terminate a Listing Agreement subsequently entered into if the Board determines that the Proponent has engaged in any conduct prohibited by this RFP.

### **12.2 Prohibited Proponent Communications**

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix C).

### **12.3 Proponent Not to Communicate with Media**

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or the ranking or selection of Proponents pursuant to this RFP, or any Listing Agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

### **12.4 No Lobbying**

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Proponent(s).



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### 12.5 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Board, BWDSB, or SPSCGB; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### 13.0 Confidential Information

#### 13.1 Confidential Information of the Board

All information provided by or obtained from the SPSCGB in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the SPSCGB and must be treated as the SPSCGB's confidential information;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Listing Agreement;
- (c) must not be disclosed without prior written authorization from the SPSCGB; and
- (d) must be returned by the Proponent to the SPSCGB, or destroyed if so requested by the SPSCGB, immediately upon the request of the SPSCGB.

#### 13.2 Confidential Information of Proponent

A Proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the SPSCGB. The confidentiality of such information will be maintained by the SPSCGB, except as otherwise required by law or by order of a court or tribunal, including the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended ("MFIPPA"). Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the SPSCGB to advise or assist with the RFP process, including the evaluation of proposals. If a Proponent has any questions about the collection and use of personal information pursuant to this RFP, such questions are to be submitted to the RFP Contact.



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## 14.0 Procurement Process Non-Binding

### 14.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the Proponent nor the SPSCGB will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a proposal submitted in response to this RFP.

### 14.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential Listing Agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the Proponent and the SPSCGB by this RFP process until the successful negotiation and execution of a written Listing Agreement for the acquisition of such goods and/or services.

### 14.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written Listing Agreement, such information will be assessed during the evaluation of the proposals and the ranking of the Proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the SPSCGB to enter into a Listing Agreement for the Deliverables.

### 14.4 Cancellation

The SPSCGB may cancel or amend the RFP process without liability at any time.

## 15.0 Governing Law and Interpretation

The Terms and Conditions of the RFP Process:

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.





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## Appendix A – Intent to Bid Form

### Intent to Bid Contact Information

Please fill out the following form, naming one person to be the Proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.

Full Legal Name of Proponent (Broker):	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State, Postal Code:	
Phone Number:	
Company Website:	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	



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## Appendix B – Authorization & Addendum Acknowledgement Form

### Acknowledgment of Non-Binding Procurement Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Board and the Proponent unless and until the Board and the Proponent execute a written agreement for the Deliverables.

### Ability to Provide Requirements

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the requirements. The Proponent represents and warrants its ability to provide the requirements in accordance with the requirements of the RFP for the rates set out in its proposal.

### Non-Binding Pricing

The Proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing in particular. The Proponent confirms that the pricing information provided is accurate. The Proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

### Addenda

The Proponent is deemed to have read and taken into account all addenda issued by the SPSCGB prior to the Deadline for Issuing Addenda. The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word “None”, on the following line: \_\_\_\_\_  
Proponents who fail to complete this section will be deemed to have received all posted addenda.

### No Prohibited Conduct

The Proponent declares that it has not engaged in any conduct prohibited by this RFP.

### Disclosure of Information

The Proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a



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confidential basis, of this proposal by the SPSCGB to the advisers retained by the Board to advise or assist with the RFP process, including with respect to the evaluation this proposal.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Proponent  
Representative

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Name of Proponent Representative

\_\_\_\_\_  
Title of Proponent Representative

\_\_\_\_\_  
Date

I have the authority to bind the  
Proponent.



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## Appendix C – Conflict of Interest Disclosure Statement

A Conflict of Interest arises where you or your business have a personal or business interest which might conflict with or may be perceived to conflict with the best interests of the Board. Such conflict may arise directly or indirectly as a result of duties by an appointment to the Board or by personal matters which include (but are not limited to):

- Employment by the Board
- Trusteeship
- Directorship
- Interests in business or professional services already elsewhere being utilized by the Board (e.g. Legal or Consulting services)
- Existing professional or personal associations or relationships with the Board or its employees (e.g. family)
- Professional associations or associations with other organizations, agencies, or government branches which may benefit from a knowledge of Board business and/or having a direct or indirect influence on Board business.

All Proponents must Declare a Conflict of Interest (where one exists).

Based on the definition of Conflict of Interest described above, please indicate:

- a) If you or your company have or may have a Conflict of Interest
- b) The nature of the Conflict of Interest
- c) If you or your company have No Conflict of Interest

I/WE (name of respondent/company) \_\_\_\_\_  
herewith declare a Conflict of Interest. It is understood that declaring a Conflict of Interest may or may not result in exclusion from doing business with the Board depending on the nature of the Conflict of Interest and the Board's (at its sole discretion) decision surrounding this declaration.



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Nature of the Conflict of Interest:

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I/WE (name of respondent/company) \_\_\_\_\_ herewith  
declare that I/we have **NO Conflict of Interest.**

Name of person completing this form (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RFP # \_\_\_\_\_



## SHARED PURCHASING SERVICE CONSORTIUM OF GREY-BRUCE

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### Appendix D – Completed Request for Offer

The previously issued Request for Offer on this property is attached as a separate file for reference.