



The Corporation of the City of Cornwall

Request for Proposal # 16-P22

Road Weather Information System

Closing Date: August 26, 2016 @ 4:30 p.m. (local time)

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REQUEST FOR PROPOSAL No 16-P22

Road Weather Information System

1. Introduction

- 1.1 The Corporation invites Proposals to provide a state of the art Road Weather Information System (RWIS) project including all the latest technology to allow Cornwall to assess the effectiveness of RWIS technology for winter operations decisions.
- 1.2 Subject to the Corporation's rights described in this RFP, the Corporation proposes to award a Contract as described in the Terms of Reference

2. Overview

- 2.1 The City of Cornwall's Municipal Works, Roads Division is responsible for the operation and maintenance of the City roads. The RWIS will allow the City to be more proactive in the maintenance of the roads, as well as increase safety for travellers.
- 2.2 The goods and/or services to be provided by the successful Proponent are described in the Terms of Reference. The Contract between the Corporation and the successful Proponent, if a Contract is awarded, will incorporate the Contract Terms and the Terms of Reference.

3. RFP Process

- 3.1 Proponents should carefully read this RFP to thoroughly understand the requirements of the Corporation. Proposals which fail to respond to the procedural and content requirements of this RFP may be rejected.
- 3.2 The Evaluation Criteria that will be applied to Proposals are described in Article 14 of this RFP. It is the intention of the Corporation to identify one Proponent best suited to fill the requirements stated in this RFP.

- 3.3 Proponents are encouraged to ask questions or request clarification with respect to any part of this RFP which is unclear. All questions and requests for clarification respecting this RFP should be made in the manner described in Article 9.0. Except for the meetings provided for in this RFP and other opportunities for the Corporation to obtain information, Proponents are not to contact any Corporation staff or personnel or any member of the evaluation team or Council in relation to the RFP.
- 3.4 The Corporation does not intend to create any contractual relations or obligations with any Proponent by virtue of issuing this RFP or by receiving or opening or evaluating any compliant Proposal. The fact that the Corporation may hold negotiations with a Proponent shall not be construed to create any contractual obligations between the Corporation and such Proponent or Proponents.

4. Definitions

The capitalized terms not otherwise defined in this RFP shall have the meanings indicated in this section.

- 4.1 “**AMEC**” means Amec Foster Wheeler Company
- 4.2 “**CA**” means Contract Administrator
- 4.3 “**CDMA**” means Code division multiple access
- 4.4 “**CEPA**” means Canadian Environmental Protection Act
- 4.5 “**Council**” means the municipal council of the Corporation.
- 4.6 “**Contract**” means the Contract which the Corporation may enter with the successful Proponent at the conclusion of the RFP.
- 4.7 “**Contract Terms**” means the commercial terms and conditions to be incorporated in the Contract, as more particularly described in Appendix C.
- 4.8 “**Contractual Acknowledgment**” means the document to be included with each Proposal, the form of which is found at Appendix B to this RFP.

- 4.9 “**Corporation**” means the Corporation of the City of Cornwall.
- 4.10 “**EC**” means Environment Canada
- 4.11 “**ESA**” means Electrical Safety Authority
- 4.12 “**ESS**” means Electronic switching system
- 4.13 “**Equipment**” means the equipment to be provided by the Proponent to the Corporation, as offered in its Proposal.
- 4.14 “**Evaluation Criteria**” means the evaluation criteria described in Article 14 of this RFP.
- 4.15 “**Letter of Contract Award**” means the award letter issued by the Corporation to the successful Proponent requiring it to commence Contract negotiations.
- 4.16 “**MFIPPA**” means the *Municipal Freedom of Information and Protection of Privacy Act (Ontario)*.
- 4.17 “**NEMA**” means National Electrical Manufacturers Association
- 4.18 “**Official Bid Document**” means the form to be attached to the outside of each Proposal prior to submission. The Official Bid Document is Appendix D to this RFP.
- 4.19 “**Points for Discussion**” means one or more issues raised by a Proponent in its Proposal concerning the Contract Terms.
- 4.20 “**Project Authority**” means the manager of the site. Currently, the manager of the site is Bill de Wit, Division Manager, Municipal Works.
- 4.21 “**Proponent**” means a partnership or corporation or joint venture which participates in this RFP by submitting a Proposal.
- 4.22 “**Proposal**” means a Proponent’s submission in response to this RFP.
- 4.23 “**Purchasing Supervisor**” means the head of Purchasing Services for the Corporation. Currently, the Supervisor is Paul Scrimshaw.

4.24 “**RFP**” means this request for Proposals, including Appendices A through D.

4.25 “**RPU**” means Remote Processing Unit

4.26 “**RWIS**” means Road Weather Information System.

4.27 “**Submission Deadline**” means the time for submission of Proposals described in Article 11 of this RFP.

4.28 “**NTCIP ESS**” means National Transportation Communications for ITS (Intelligent Transportation Systems)

4.29 “**Terms of Reference**” means the goods and/or services to be provided by the successful Proponent as more particularly described in Appendix A to this RFP.

4.30 “**VAM**” means Value added module

4.31 “**WMO**” means World Meteorological Organization

5. **Proponent Expenses**

5.1 The Corporation shall have no liability to any Proponent for costs incurred in the course of its participation in this RFP, including, but not limited to, the preparation of a Proposal, participation in meetings, interviews or negotiations or the provision of additional information at the request of the Corporation. The Corporation shall not be responsible to any Proponent for any costs, expenses, losses or damages which a Proponent may incur, sustain or suffer by reason of participating in this RFP.

5.2 Proponents should note that the successful Proponent shall be required to obtain and pay for all permits and licenses required for or in relation to carrying out the Terms of Reference and/or performing the Contract, including the permits and licenses that may be issued by the Corporation. The costs of all permits and licenses are to be borne by the Proponent and are deemed to be included in its Proposal.

6. Goods/Services, and Information and Site Visit

- 6.1 The goods and/or services to be provided under the Contract, if a Contract is awarded, are more particularly described in the Terms of Reference.
- 6.2 To the best of the Corporation's knowledge, the Terms of Reference are complete and accurate. Nonetheless, nothing in this RFP is intended to relieve Proponents from undertaking their own investigations or enquiries or other due diligence in order to form their own opinions and conclusions with respect to the goods and/or services addressed in this RFP. Proponents are directed, before preparing or submitting their Proposal, to research, investigate and fully ascertain historical and existing conditions, circumstances and limitations affecting the goods and/or services to be delivered under the Terms of Reference. No allowances will be made for additional costs and no claims will be considered in connection with conditions or circumstances which could reasonably have been ascertained by Proponents through such research, investigation or other due diligence undertaken before Proposal submission.
- 6.3 The Corporation has scheduled one opportunity to view for all Proponents to be held on **August 11, 2016 at 1:30 PM at the main entrance of the Cornwall Civic Complex**. The purpose of the visit is to allow Proponents to see the install location to more fully understand the Corporation's plans and needs. Proponents may ask questions and seek clarifications during the site visit. Notwithstanding that the Corporation may give oral answers or other information during the site visit, those answers or information are not binding unless issued in writing as an addendum.

7. Confidential Meetings with Proponents

- 7.1 The Corporation may, in its sole discretion, schedule confidential meetings with one or more Proponents. Such meetings may be convened by the Corporation after Proposal submission.

7.2 Where the Corporation wishes to convene a confidential meeting, it will deliver a written notice to the Proponent confirming the date, time and place of the confidential meeting, its approximate length and the maximum number of attendees invited. The purpose of such a meeting is to provide the Proponent with an opportunity to discuss, on a confidential basis, the RFP, the Proponent's Points for Discussion and any other matters related to the RFP including its Proposal.

7.3 Any Proponent participating in a confidential meeting acknowledges and agrees that:

- (i) Nothing said or done during the confidential meeting shall amend or waive any provision of the RFP or be binding on the Corporation or be relied upon by the Proponent unless confirmed in an addendum;
- (ii) No statement made at such a meeting shall be deemed or considered to be an indication of a preference by the Corporation or a rejection by the Corporation of anything said or done by the Proponent;
- (iii) Should the Corporation determine, based on discussions at a confidential meeting, that clarification or process-related information received or given during the confidential meeting should be distributed to all Proponents, the Corporation may share such clarification or process-related information with all Proponents.

7.4 Each Proponent waives any and all rights to contest and/or protest the RFP based on the fact that confidential meetings occurred or on the basis that information may have been received during a confidential meeting by another Proponent that was not received by the Proponent. The fact that the Corporation decides to meet with one Proponent will in no way oblige it to meet with any other Proponent. Neither will the fact that the Corporation

met with some Proponents and not others be deemed to be unfair or unequal treatment.

8. Lobbying and Conflict of Interest

- 8.1 Proponents are prohibited from engaging in conduct which is or could reasonably be considered as any form of political or other lobbying or as an attempt to influence the outcome of this RFP.
- 8.2 The Proponent shall not discuss or communicate directly or indirectly with any other Proponent regarding the preparation or content of a Proposal.
- 8.3 The Proponent is required to disclose to the Corporation, prior to submitting a Proposal, any potential or real conflict of interest in relation to its Proposal or its participation in the RFP.
- 8.4 If a conflict of interest exists, the Corporation may, in its discretion, either withhold evaluation of that Proponent's Proposal until the matter is resolved to the satisfaction of the Corporation or reject that Proponent's Proposal.
- 8.5 The failure of any Proponent to comply with this article may result in the disqualification of the Proponent and the rejection of its Proposal.

9. Enquiries and Addenda

- 9.1 It shall be the Proponent's responsibility to clarify any points in question with the Purchasing Supervisor prior to submitting a Proposal.
- 9.2 Verbal clarification shall not be interpreted to change the intent or contents of this RFP. The Corporation retains the right to decline to answer any enquiry.
- 9.3 Under no circumstances shall the Proponent rely upon any information or instructions from the Corporation, its employees, or its agents unless the information or instructions are provided by way of an addendum. Neither the Corporation, its employees, nor its agents shall be responsible for any information or instructions given to the Proponent, with the exception of information or instructions provided by way of an addendum from the

Purchasing Supervisor (or designate) whose contact particulars are listed below.

- 9.4 All questions or requests for clarification shall be emailed to Purchasing no later than **4:30 p.m. on August 18, 2016** City of Cornwall – Purchasing Services

E-Mail: purchasing@cornwall.ca

Any responses made on behalf of the Corporation will be via email or through the issuance of an addendum. Enquiries received after that time, are not guaranteed a response prior to the Proposal submission deadline.

- 9.5 Prior to the deadline for submitting Proposals, the Corporation may advise the Proponents by an addendum of required changes to the RFP. Addenda issued pursuant to this RFP become part of the RFP and every Proposal will be deemed to include all such addenda.
- 9.6 Any addendum issued will be posted on the Corporation website unless otherwise indicated. It is the Proponents' responsibility to check the Corporation website for addenda.

10. Instructions for Completing Proposals

- 10.1 Proposals should be submitted in the manner described in this Article, and should include an index. The Proposals should be organized into two main parts, one responding to the mandatory requirements set out in the Evaluation Criteria and the other responding to the requirements for which points will be awarded. Where a proponent believes that the submission requirements will restrict it unnecessarily, it should so state in its Proposal and describe in detail its reasons for its belief. Proponents are reminded that it is their obligation to seek clarification of the requirements of the RFP prior to the Submission Deadline.
- 10.2 It is essential that the requirements addressed in the Proposal be described in a clear and concise manner. Failure of a Proponent to provide complete information as requested may result in the rejection of the Proposal.

- 10.3 Subject to paragraph 10.4, Proposals must not exceed 15 single sided letter size pages not counting index, cover page, tabs and blank spacer pages. Proposal text must be at minimum Arial 13 font and all pages to be numbered accordingly. **Any documentation exceeding the maximum 15 pages will not be considered. The Proponent shall also attach the Contractual Acknowledgement (Appendix B of this RFP) duly executed.** The Contractual Acknowledgement will not be counted in the 15 page submission limitation.
- 10.4 Résumés (to a maximum of ten pages) must be attached to the Proposal in the form of appendices but will not count as part of the 15 pages. Any other supplemental documentation that does not respond directly to the Terms of Reference and Evaluation Criteria, such as corporate literature, must be submitted on CD, DVD or USB drive. The Corporation may determine not to consider supplemental documentation submitted on CD, DVD or USB drive in the evaluation of Proposals.
- 10.5 Proposals should demonstrate the Proponent's understanding of the Terms of Reference and should clearly address all of the Evaluation Criteria. Proposals should address each requirement identified as a mandatory requirement or a point rated requirement by stating the requirement followed by the Proponent's response, ensuring that the response directly and concisely addresses the requirement. The contents of a Proposal will consist of the following principal sections:
- (i) Mandatory requirements;
 - (ii) Criteria subject to points rating;
 - (iii) Points for Discussion, if any, as described in paragraph 10.6.
- 10.6 If a Proponent wishes to negotiate any of the Contract Terms, it shall include with its Proposal a page or pages clearly marked "Points for Discussion". Where a Proponent includes Points for Discussion, it shall identify the Contract term which it wishes to negotiate, state its

concern/objection to the term and provide the exact replacement text. The Points for Discussion must fit within the 15 page limit for Proposals. Proponents are cautioned that the nature and extent of the Points for Discussion may result in a deduction of points during evaluation.

11. Instructions for Delivery of Proposals

11.1 Proposals shall be delivered to the Purchasing Supervisor at Financial Services, 100 Water Street East, Suite 104, Cornwall, Ontario K6H 6G4 on or before 4:30 p.m. (local time) on August 26, 2016 as determined by the time/date stamp clock located in the Purchasing Section. Submissions received at 4:31 p.m. or later will be deemed to be late and non-compliant and will be returned unopened.

11.2 The Corporation will not be responsible for any lost documents or for those documents delivered late or delivered to the wrong location.

11.3 **Four** copies of the Proposal should be signed and placed in a sealed envelope, with the Official Bid Document completed and attached to the outside of such envelope. The Corporation will not accept Proposals submitted or delivered in any other way. If Proposals are bound, Proponents should use “coil” not “ring” binding example three ring binders.

11.4 **One** additional copy of the Proposal should be provided in digital format, either on a CD/DVD or flash drive.

11.5 Only the names of the Proponents shall be made public on the Corporation website after the Submission Deadline. No other information will be disclosed until an award of Contract is made, if an award is made.

11.6 All Proposals shall become the property of the Corporation.

12. Period of Irrevocability

12.1 Proposals are irrevocable and shall remain valid and open for acceptance by the Corporation for a period of 90 calendar days following the Submission Deadline.

13. Requests for Clarification / Supplementary Information

- 13.1 The Corporation may contact any one or more Proponents to request clarification of any information or material submitted as part of the Proposal, or to request supplementary information, without any obligation to contact or request the same clarification or supplementary information from any other Proponent or Proponents. Such clarification or supplementary information may be delivered either in writing or by a Proponent's attendance and oral presentation/meeting, at the Corporation's sole discretion.
- 13.2 Any response received by the Corporation in reply to a request for clarification or supplementary information shall, at the sole option of the Corporation, form an integral part of that Proponent's Proposal.
- 13.3 Requests for clarification or supplementary information shall not be considered as an acceptance of a Proposal.

14. Evaluation

- 14.1 Proposals will be first evaluated based on the mandatory requirements described in paragraph 14.2 which will result in a judgment of "pass/fail". Proposals which have met the mandatory requirements will then be evaluated under the points rated evaluation criteria described in paragraph 14.3.

14.2 Stage One – Mandatory Requirement

For a Proposal to be eligible for evaluation for Stage Two (described below) the mandatory requirements listed below must be met on a pass/fail basis. Proposals not substantially complying with any of the mandatory requirements, in the sole opinion of the Corporation, will be rejected.

Mandatory requirements are:

- (i) Completed Table 3 – Reference Form
- (ii) Completed Table 4 – General System Component Costing
- (iii) Completed Table 5 – Warranty

14.3 Stage Two – Points Rated Evaluation Criteria

Each Proposal shall demonstrate a thorough understanding of the Terms of Reference and be organized so as to follow the Evaluation Criteria numbers 1 through 5. The Proposal should also include the Contractual Acknowledgment (Appendix B to this RFP) confirming that the goods and/or services provided under the Terms of Reference will be delivered to the Corporation at the submitted cost and that, subject to any Points for Discussion, the Proponent agrees with, and accepts, the Contract Terms (Appendix C to this RFP). A total of 100 points is available under the Evaluation Criteria in these five areas. Subject to any deduction for Points for Discussion, evaluation of this component of a Proposal shall be as follows:

Points Rated Evaluation:

Category	Available Points
1. Experience of Proponent	20
2. Experience and Qualifications of Personnel	20
3. Understanding of Objectives & Methodology	20
4. Cost	35
5. Value Added	5
Available Points	100

Where a Proponent submits Points for Discussion, a deduction of up to 10 points may be made from the points accumulated under Evaluation Criteria 1 through 5 inclusive. The number of points to be deducted will be determined at the discretion of the evaluation committee, based on the

nature and extent of the Points for Discussion submitted. Where a Proponent submits no Points for Discussion, no points will be deducted.

14.4 Points Rated Evaluation

Proposals must achieve a minimum score of **70%** on the Evaluation Criteria numbered 1 to 3 inclusive, including any points deducted in relation to a Proponent's Points for Discussion. Proposals that do not meet the minimum score required will be rejected. The points rated evaluation requirements are more particularly described below.

(1) Experience of Proponent (20 points)

Provide a Proponent profile, and describe the relevant experience of the Proponent in services of a comparable scope and magnitude on-going or completed within the past five years. For each relevant service, provide a description, duration, the role played by the Proponent (prime Proponent or sub Proponent), and the name of the client and contact information. The Corporation reserves the right to verify information provided.

Also provide the following:

- Evidence of successful completion of relevant experience of similar projects;
- List two references for similar projects;
- List of relevant memberships (example: Meteorologist Association)
- A summary of why the respondent believes his/her firm is qualified to undertake the project as described in this RFP.
- Any additional information that will assist the Corporation in evaluating this part of the Proposal.

(2) Experience and Qualifications of Personnel (20 points)

Provide in detail, a listing of all personnel who will be assigned to this project including the following detail:

- Qualifications and experience of each team member, including experience in similar type projects;
- Provide an explanation of how each team member will be an asset to the project team;
- Provide an indication of the availability of key personnel assigned to this project and provide a plan for ensuring that the personnel assigned are the actual personnel engaged in the project;
- Any additional information that will assist the Corporation in evaluating this part of the Proposal.

(3) Understanding of Objectives & Methodology (20 points)

Describe your understanding of the Terms of Reference, including overall scope and objectives, noting any specific challenges that may exist. . Provide your methodology to meet the project objectives including a description and schedule of the proposed components.

Include the following detail:

- Complete list of RWIS components
- Available component enhancements
- Warranty information
 - Items covered and not covered by the Proposer's Warranty and Service Agreement
 - Preventative maintenance plan
 - Availability of trained technicians and parts
- Installation schedule
- Quality assurance programs of proponent

The Corporation is interested in advanced/enhanced accessibility features and services that could benefit the Corporation as a whole.

Note: Responses that incorporate excessive blocks of text that have been copied directly from the RFP will not be regarded as demonstrating an understanding of the Terms of Reference.

(4) Cost (35 points)

Describe the costs as they relate to each aspect of the project. Proponents must also complete and submit Table 4, General System Component Costing, that outlines the cost of the project.

Note: The formula for the evaluation of the cost shall be:

$$\frac{\text{Lowest Proposal Cost}}{\text{Submitted Cost}} \quad \text{X 35 points allocated}$$

(5) Value Add (5 points)

Proponents are asked to provide innovative approaches and new technologies that would be of benefit to the City of Cornwall if implemented.

14.5 Evaluation Process:

The evaluation committee will review all Proposals received and score the Proposals using a “**consensus**” approach.

While the Corporation may make select the successful Proponent solely on the basis of the Proposal, it reserves the right to meet with or interview one or more Proponents as described earlier in this RFP.

14.6 The evaluation committee intends to make a recommendation to the Corporation of a Proponent on the basis of “**best overall value**” to the Corporation as determined by the Proposal which passes the mandatory requirements, achieves at least the minimum score on the goods and / or service proposal of 70%, (net of any deduction for delivering Points for

Discussion), and attains the highest score out of the 100 points available based on all Evaluation Criteria.

15. Corporation's Rights

15.1 A Proponent's submission or the Corporation's evaluation of any Proposal does not obligate the Corporation to accept it or any Proposal or to proceed further with this RFP. The Corporation may, in its sole direction, and for any or no reason, elect not to proceed with this RFP, elect not to accept any or all Proposals, and/or cancel this RFP. The Corporation is under no obligation to enter into a Contract where only one Proposal is received before the Submission Deadline, whether or not such Proposal has been opened or evaluated.

15.2 In addition to any other express rights of the Corporation or any other rights which may be implied in the circumstances, the Corporation reserves the right to:

- (i) accept a Proposal and award the Contract without negotiations;
- (ii) verify with a third party any information contained in a Proposal;
- (iii) check references other than those provided by a Proponent;
- (iv) adjust a Proponent's evaluation or reject a Proponent's Proposal on the basis of:
 - information provided by references;
 - information provided by a Proponent where the Corporation has exercised its right to request clarification or supplementary information;
 - misrepresentations or any other inaccurate or misleading information;
 - discuss with any Proponent and/or negotiate with any Proponent different or additional terms to those contemplated in this RFP;

- accept the whole or any part of a Proposal or a combination of parts of a Proposal;
- cancel this RFP at any stage and issue a new RFP for the same or similar goods and/or services.

16. Negotiation and Execution of the Contract

16.1 The award, negotiation and execution of a Contract will be made in accordance with the Corporation's Procurement of Goods or Services Policy #Flpu 07-01 and shall be subject to the approval of Council.

16.2 The Corporation will give notice to the successful Proponent, by means of a Letter of Contract Award, that it requires the Proponent to enter negotiations with the Corporation or that it wishes to award the Contract without negotiation. Upon receipt of a Letter of Contract Award, the successful Proponent shall either execute the Contract prepared by the Corporation based on the Contract Terms and the Terms of Reference or, if the Proponent has submitted Points for Discussion or, subsequent to the Submission Deadline, changes have been made to the Terms of Reference, commence negotiations with the Corporation to finalize the terms of the Contract.

16.3 In carrying out negotiations:

- (i) the Proponent shall be limited in any Contract negotiations to the issues, if any, raised in the Points for Discussion and will not be permitted to raise or introduce any issues relating to the Contract Terms that were not disclosed in its Points for Discussion;
- (ii) the Corporation shall not be limited in what it may explore or negotiate, during Contract negotiations with the successful Proponent.

Notwithstanding such negotiations, each Proposal shall remain valid and irrevocable and shall not be amended by the Proponent for the duration of the period of irrevocability.

16.4 The Corporation and the successful Proponent agree to negotiate in good faith and to use reasonable commercial efforts to negotiate the final terms of the Contract within ten (10) business days next following the issuance of the Letter of Contract Award.

16.5 In addition to the Corporation's other rights, if the successful Proponent fails to negotiate in good faith or the parties fail to come to an agreement on the terms of the Contract within such ten (10) day period, the Corporation may, in its sole and absolute discretion, and without in any way limiting any other recourse that it may have under this RFP or at law:

- (i) extend the ten (10) day period to negotiate the Contract; and/or,
- (ii) request the successful Proponent to resubmit some or part of the Proposal, without affecting the irrevocability of the original Proposal; and/or,
- (iii) suspend or cancel negotiations with the successful Proponent, with or without rejecting its Proposal, and commence negotiations with another Proponent who shall be treated as though it were the successful Proponent, to attempt to finalize the terms of the Contract following the process described in this section with that other Proponent.

17. Disputes

17.1 In the event of a dispute arising in connection with this RFP, the Corporation, in its sole and unqualified discretion, may refer the dispute to a confidential arbitration before a single arbitrator with knowledge of procurement law and practice in Ontario pursuant to the *Arbitration Act, 1991(Ontario)*. In the event that the Corporation refers the dispute to arbitration, the Proponent agrees that it is bound to arbitrate such dispute with the Corporation. Unless the Corporation shall refer such dispute to arbitration, there shall be no arbitration of such dispute.

17.2 In the event the Corporation refers a dispute to arbitration, the Corporation may give notice of a dispute to one or more other Proponents who submitted Proposals, each of whom shall be a party to and shall be entitled to participate in the arbitration and each of whom shall be bound by the arbitrator's award, whether or not they participated in the arbitration.

17.3 In the event the Corporation refers a dispute to arbitration, the parties to the arbitration agree that they shall exchange brief statements of their respective positions on the dispute, supported by relevant documents, and submit to an arbitration hearing that shall last no longer than two days, subject to the discretion of the arbitrator to increase such time. The parties further agree that there shall be no appeal from the arbitrator's award.

18. Confidentiality

18.1 All information provided by or obtained from the Corporation in connection with this RFP, either before or after the issuance of the RFP, is the sole property of the Corporation and must be treated as confidential. Such information is not to be used for any purpose other than replying to this RFP. Upon conclusion of the RFP process, Proponents, if requested by the Corporation, agree to return to the Corporation all information provided by the Corporation or obtained by the Proponent within the RFP process.

18.2 By submitting a Proposal, Proponents acknowledge that the contents of their Proposals will be disclosed, on a confidential basis, to the evaluation committee and to the Corporation's advisors for the purpose of evaluating or participating in the evaluation of Proposals. The Corporation will use reasonable efforts to protect commercial terms and other sensitive and confidential information provided by the Proponents (the "Confidential Material"), however the Corporation accepts no liability in the event that the Confidential Material, or any part of it, is disclosed even if the Corporation, its staff or any other person associated with the Corporation may have been negligent with respect to such disclosure.

18.3 By submitting a proposal, Proponents agree that pricing contained in the Proposal will be disclosed to the Corporation's Council through inclusion in a report that provides recommendation for award and may be discussed at a public meeting, if Council approval is required. The report is included in the Corporation's Council agenda which is made available to the public.

18.4 In accordance with MFIPPA, personal information respecting Proponents and their staff is being collected under the authority of the *Municipal Act* and will be used exclusively in the evaluation process. Because of the provisions of MFIPPA, Proponents are reminded to identify in their Proposal any Confidential Material the disclosure of which could cause them injury. Proponents are cautioned not to designate their entire Proposal as Confidential Material. The Corporation will use reasonable efforts to safeguard the confidentiality of any Confidential Material identified by a Proponent but shall not be liable in any way whatsoever to any Proponent if such Confidential Material is disclosed for any reason.

19. Public Statements

19.1 Proponents shall not publish, issue or make any statements or news releases, electronic or otherwise, concerning their or any other Proposal, the RFP, the evaluation of Proposals, or the award of the Contract or the cancellation of the RFP, without the prior written consent of the Corporation.

20. Applicable Law

20.1 This RFP shall be construed in accordance with and be governed by the laws of the Province of Ontario and, subject to Article 17, each of the Proponents attorns to the exclusive jurisdiction of the Courts of Ontario.

Appendix A – Terms of Reference Request for Proposal 16-P22 Road Weather Information system

Description

Background

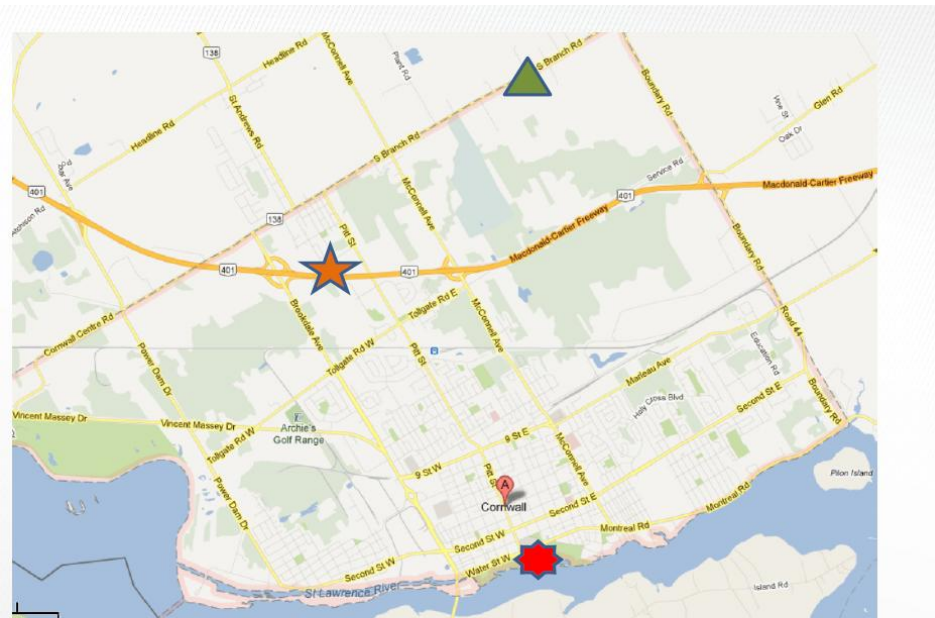
The Transportation Association of Canada (TAC) established the 4Rs of Salt Management. The Right Material, The Right Amount, The Right Place and, The Right Time. Research during the 1990s by numerous road maintenance organizations across North America and world-wide substantiated that there are four primary benefits of the new maintenance techniques: reduced or eliminated litigation due to following best practices, cost reduction, environmental protection and reduced accident rates while maintaining the Level of Service (LOS).

Benefits of RWIS

Road winter maintenance decisions must be based on pavement temperature, not air temperature. RWIS utilize pucks imbedded in the road surface and sub-surface sensors to compute the heat balance of the roadway to determine if snow or freezing rain will melt on contact or require anti-icing treatment. RWIS sensors and heat balance equations are the only way to effectively predict the high likelihood of black ice. In other words, it avoids surprises and optimizes road maintenance operations.

Suggested Cornwall RWIS Location

The suggested RWIS station is on Water Street and immediately to the east of the Cornwall Civic Complex. The pavement surface sensor would be installed in the north east-bound lane of Water Street.



Suggested RWIS Locations

The bottom red star indicates the suggested location for the RWIS site. This is on Water Street immediately to the east of the Cornwall Civic Complex.

NOTE: It is intended that the information generated from this RWIS station would interface with the Ontario Ministry of Transportation Data. This data sharing agreement would give access to Cornwall and all of MTO's surrounding RWIS stations. Vendor will interface with Environment Canada and Cornwall to coordinate Cornwall's data with the national network. The public should be able to access information we deem suitable and have access to the video feed from the high definition camera.

Introduction

This proposal is for a state of the art Road Weather Information System (RWIS) project including all the latest technology to allow Cornwall to assess the effectiveness of RWIS technology for winter operations decisions.

Driven by the need to reduce maintenance costs and maintain safe driving conditions, many transportation agencies have implemented Road Weather Information Systems (RWIS).

The effectiveness of RWIS stations in providing guidance for maintenance decisions is attested to by the wide spread of RWIS across Canada. Every province and territory has installed RWIS stations, "RWIS Stations installed Across Canada". There were a total of 525 as of 2011. There are about 60 municipal RWIS stations installed in Canada.

The successful proponent will be responsible to supply all components of the RWIS including installation, communication technology, data collection server, high speed internet connection for data distribution to the RWIS site and all other applicable sites. The Proponent will evaluate/translate the raw data from the RWIS site and convert as required into a useable format and make available to the city via daily emails. This information will be stored on the proponents website with access provided to the city for all the information gathered.

The City of Cornwall would also like to option to post the video images and or current weather on the City's website.

Essential Elements of a RWIS Station (Item #1): Contents of Proposal to be Evaluated

Generally a RWIS consists of the following:

- Pavement sensor and sub-surface sensor – This provides measurement of current road temperature, sub-surface temperature and residual anti-icing chemical. When fed into the Environmental Canada METRo model, the data generates a pavement forecast for the next 24 hours. The pavement forecast is the primary benefit of installing an RWIS station.
- Atmospheric sensors including air temperature, relative humidity, wind direction and wind speed. The air temperature would be within an aspirated (ventilated) shield to provide more accurate observations.
- Tower – standard 10 meter tower height that is consistent with WMO standards.
- Datalogger – the remote processing unit which collects the data at the site.
- CDMA (wireless) high speed modem to send the data to the central server.
- All cabling to transfer the data from the various sensors to the datalogger.
- High definition Camera mounted on tower with the possibility of Public access

The above system is the RWIS instrumentation. Installation cost is separate. Yearly station maintenance is required for a minimum of one year to ensure the station continues to perform within specifications and to avert data drift, and should be included in the installation cost.

On-going Forecast & Display Services

The value an RWIS is derived from the on-going pavement forecasts and data display. There are a number of weather service providers that provide the specialized pavement forecasts and host the data on a RWIS display portal, the new RWIS installed in Cornwall must be compatible with all providers. It is recommended that the service provider also be able to input the data into a Maintenance Decision Support System (MDSS) to provide that option to Cornwall in the future. In fact, some road maintenance authorities skip pavement forecasts and base their maintenance decisions on MDSS since it integrates pavement forecasts and treatment recommendations as to the timing and amounts of anti-icing chemical to use.

Dataloggers to use an open architecture IT format. Should Cornwall decide to change to a different weather service provider at some point in the future, dataloggers can be polled and read by any standard open architecture system.

General Installation guidelines

The RWIS must be operational by November 15, 2016 The scope of installation work includes the provision of all labour, excavation of all materials, directional bore (if required), and supply of all materials required for the following major items of work;

- Trenching, cable pulling, installing conduit and handholes, foundations, cutting, coring and cable splicing;
- Installation of RPU Cabinet and Tower and their associated concrete pads including footings and grounding rods;
- Install power supply equipment (120V/30A service), cabling and any associated duct work;
- All components deployed shall be CSA approved. For any electrical components proposed without CSA approval, the ESA approval must be provided and reviewed by the CA. It is the Contractor's responsibility to make any necessary modifications to the equipment and functionality and provide copies of approval certificates prior to installation of the equipment;
- Install Pavement Sensors, Sub-surface and Atmospheric Environmental Sensors and any associated duct work and hand holes in accordance with vendors instructions;
- Underground cabling for communications (Voice Line telephone) and any associated duct work;
- Test and complete the integration of the above work into a functional system;
- Perform Traffic Control;
- Provide CSA / ESA certificate of inspection;
- All final sensor connections to the RPU;
- Perform all system checks;
- Sensor alignments;
- Software setup;

- Software configuration to provide a fully operational RWIS; and
- Commissioning and 48 hour burn in of the RPU, Server and all components.

General Civil Scope of Work

Tower Base

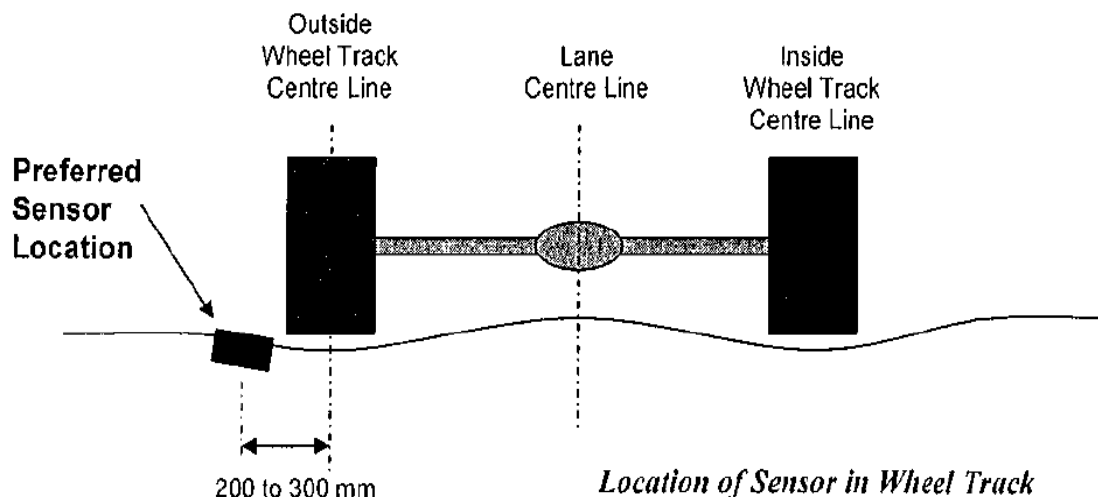
1. Complete layout for review by Division Manager.
2. Coordinate utility locations.
3. Supply and install cast-in-place concrete tower foundation base and conduits.
4. Trench from tower to new handhole at edge of pavement.
5. Supply and install PVC conduits from handhole to tower base.
6. Supply and install PVC conduit from handhole to road sensors.
7. A fish line shall be installed in all longitudinal conduit systems. A 1.5m length shall be left coiled in each junction box and at each duct termination at a concrete face by brining the fish line out of the duct beside the plastic plug.
8. Backfill trench with excavated materials and compact to 95% Standard Proctor Density.
9. Restore street and boulevard to match existing structure.
10. All other associated work required.

RWIS Tower

1. Erect RWIS tower on tower base.
2. Tower mounted sensors shall be located and oriented as per vendor's specifications such that the optimal exposure is realized.
3. Mount RPU cabinet on tower using brackets and hardware supplied by the equipment vendor.
4. Mount power disconnect on cabinet (15 amp weather proof disconnect, fusible).
5. Install two 13mm x 3m ground rods directly out from each leg of tower (six total) and bond together with supplied ground wire.
6. Install and connect power from drop off point into disconnect at the RPU site.
7. Install telephone line into RPU enclosure at RPU.
8. Install sensor cables into RPU enclosure at RPU site.
9. Cabling shall be neatly routed and firmly secured to the structure using ultra violet tolerant fasteners or routed through conduits if recommended by the equipment vendor.
10. Sufficient slack in cables shall be provided to accommodate differences in thermal expansion, wind movement and tower fold over.
11. All connectors are to be weather proofed.
12. Fasteners are to be stainless steel.

Pavement Sensors

1. Core drill appropriate recesses for pavement sensor installation suited to the RWIS equipment supplied by the equipment vendor.
2. One #12 stranded ground wire will be installed with each pavement sensor. Installation contractor shall supply ground wire.
3. Drill hole for Sub-Probe (one hole 32mm x 1.5m deep).
4. Saw cut from sensor locations to 50mm PVC conduit located at edge of road (saw cut 16mm x 40mm deep).
5. Relief saw cuts shall be made three metres on either side of and parallel to road cuts for sensors and cables. These relief cuts shall extend 0.3 metres beyond the sensor cut. These relief cuts shall be sealed with the same material as the saw cut for the cable.
6. All surfaces shall be clean and dry before applying the epoxies and sealants. Expiry dates are to be clearly shown on the packaging.
7. Contractor shall ensure that epoxy and sealant manufacturer installation instructions are followed including restrictions (e.g. ambient or surface temperature range, set up time requirements, etc.). The Contractor shall also ensure that the shelf life of any epoxies and sealants has not expired.
8. Contractors are to provide specifications of all sealants to the CA for approval prior to installation. Specifications shall include chemical compatibility, elasticity, hardness and shrinkage attributes for a range of temperatures from -40°C to +40°C.
9. Pavement sensors shall be flushed with the surrounding pavement surface.
10. Pavement sensors shall be located within the wheel track of the main traffic lane (north eastbound lane) as per the diagram below. Surface discontinuation such as cracks and rutting shall be avoided.



11. Sufficient slack in cabling shall be provided at manholes to accommodate thermal expansion.

Electrical Scope of Work

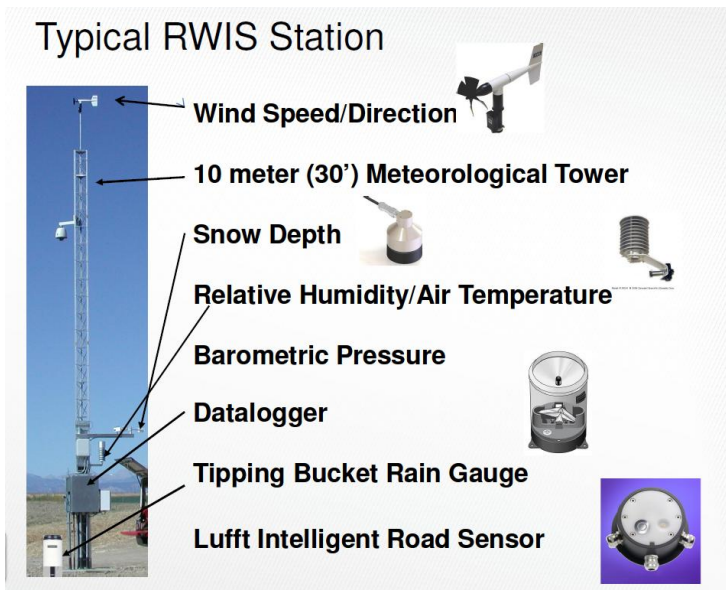
1. Obtain the required electrical permit and inspection. Payment will only be made on delivery of a Certificate of Acceptance from the Inspection Authority.
2. Cut all necessary openings in the stainless steel NEMA rated RPU cabinet and install the cabinet on the tower (supplied by the Equipment Vendor).
3. Extend and connect the sensor and Bell ductwork (2-50mm) from the Concrete base slab into the base of the NEMA rated RPU Cabinet.
4. Extend and connect the hydro supply wires, ground wire and ductwork (1-50mm, 1-25mm) from the Concrete base slab into the fused disconnect.
5. Supply and install suitable conductor from existing Traffic Controller (leaving a suitable coil in the Disconnect) through the existing conduit to the existing traffic maintenance hole.
6. Supply and install exterior 15 AMP, 120 Volt fused disconnect to left side of RPU panel including padlock.
7. Supply and install one 15 amp duplex receptacle (including romex cable) to the left interior side of the RPU Cabinet for connecting of RWIS equipment.
8. Supply and install a second GFI protected duplex receptacle for service equipment and personnel tools.
9. Provide openings and suitable 13mm grommets in the bottom of the RPU cabinet for atmospheric sensors and #6 Bare Ground wire (one RPU cabinet total 4-13mm openings).
10. Connect #6 Bare ground wire to the Bus bar in the bottom of the cabinet.

List of Equipment to be Provided:

1. Remote Processing Unit (RPU)
2. RPU Software and Licenses
3. Passive Pavement Sensor
4. Subsurface Temperature Probe
5. Air Temperature / Relative Humidity Sensor
6. Barometer pressure sensor
7. Optical Precipitation Sensor
8. Wind Speed / Direction Sensor
9. High Speed Modem Kit
10. Roadway 10m Fold Over Tower Kit (Glen Martin Engineering or equivalent)
11. Surge Suppression
12. Sealing Compound per sensor
13. Tower Grounding Kit and Lightning Protection
14. High Definition camera with public access.
15. Sealing compound (1 per sensor)
16. Installation Manuals
17. Delivery
18. Server Update Software
19. System Technical Manuals
20. Commissioning for hardware and software
21. Server set-up at AMEC and/or PELMOREX

EQUIPMENT AND SYSTEM SPECIFICATIONS

- Example of a RWIS -



General Specifications

All equipment to be supplied:

- Complete with all necessary water tight / weather proof cabling;
- Atmospheric sensors must be supplied with 15 meters of cable (except the RH/Temperature sensor and the Barometric pressure sensor);
- Complete with all necessary software;
- Complete with hardware and software user manuals;
- Complete with all stainless steel mechanical fittings, brackets and accessories;
- Shall be ESA/CSA certified.

Remote Processing Unit (RPU)

All materials / installation included:

Station to consist of:

- Road condition sensors: Passive Pavement Sensor;
- Subsurface temperature probes;
- One set of Atmospheric Weather Sensors
 - RH/AIR Temperature
 - Wind Speed
 - Wind Direction
 - Precipitation
 - Barometer pressure sensor
- One Remote Processing Unit (NTCIP-ESS Compliant)
- One set of vendor RPU software

- One high speed modem
- High definition camera
- One set of technical and user's manuals
- One 10 meter fold-over Atmospheric Tower

Specifications

Road condition (pavement) sensors shall measure and/or detect:

- Pavement surface temperatures (measure);
- Pavement Condition: dry, moist or chemical wet (detect);
- Ice, snow, frost (detect);
- Residual chemicals and/or de-icing agents (detect/measure); and
- Freeze point (predict).

Road condition (pavement) sensors shall meet the following specifications:

- Thermal conductance similar to blacktop;
- Wear characteristics similar to the road surface (HL-3 Asphalt); and
- Supplied with a minimum of 100m of cable each.

Atmospheric Weather Sensors shall include appropriate equipment to measure data at WMO regulation height including:

- Wind speed;
- Wind direction;
- Precipitation;
- Pressure;
- Relative humidity;
- Air temperature.

Remote process units shall meet the following specifications:

- Shall be supplied with all necessary software and hardware;
- RPU shall collect and store data from the road condition sensors and atmospheric weather sensors for transmission to Central Processing Unit (CPU) via Modem. Data is to be recorded against the real time for performance review, at a later date;
- Modem shall relay data on 15 minute interval;
- RPU equipment shall be contained within metal cabinets which are to be secure and weatherproof;
- Equipment tower is to be a Glen Martin Engineering 10m fold-over tower complete with mounting hardware, anti-climb panels, cast in concrete base, and grounding kit and lightning protection;
- All hardware is to be aluminum, or stainless steel;
- All mounting brackets to be supplied must be stainless steel; and
- RPU software must be able to communicate with the NTCIP ESS compatible server at AMEC and PELMOREX.

Tower mounted sensors shall meet the specifications for performance and exposure as shown in Table 1

Table 1: Tower Mounted Sensor Performance and Exposure Specifications						
Sensor	Parameter Measured	Accuracy	Range		Exposure	Ref
			Operating	Survival		
Thermistor	Air Temperature	+/- 0.5°C	-40 to +40°C	-40 to +40°C	1.8m above ground or average maximum snow depth	1,2
Hygristor	Dew Point Temperature	+/- 0.5°C	-30 to +30°C	-40 to +40°C	If possible, locate in a grassy or natural vegetation area	1,2
Anemometer	Average Wind Speed	+/- 1.0m/s	1 to 60 m/s	-40 to +40°C	10m above ground (top of mast)	1,2
	Gust Wind Speed	+/- 1.0m/s	< 80 m/s	-40 to +40°C		1,2
	Wind Direction	+/- 0.5° at velocity > 1.0 m/s	0 to 360°	-40 to +40°C	Distance to obstruction of 10x obstruction height	1,2
Barometer	Pressure	+/- 1.0 hPa	800 to 1080 hPa	-40 to +40°C	In protected enclosure – 1.5 to 3.0 metres above ground	1,2
	(Site elevation ≥ 5000 feet above sea level)	Use measuring range:	600 to 1100 hPa			
Occurrence Meter	Precipitation (yes/no)	Correct 95%	0.5 to 500 mm/h	-40 to +40°C	Near top of mast and on upwind side	3

Pavement Sensors shall meet the specifications for performance and exposure as shown in Table 2

Table 2: Pavement Sensor Performance and Exposure Specifications						
Sensor	Parameter Measured	Accuracy	Range		Exposure	Ref
			Operating	Survival		
Surface Thermistor	Surface Temperature	+/- 0.2°C	-40 to +40°C	-40 to +40°C	Just outside tire track of main traffic lane as directed by the manufacturer	3,4
Moisture Detectors	Moisture Presence	Correct 95%	-15 to 10°C	-50 to +50°C	Minimum of 2 pavement surface sensors per RWIS site	3,4
Chemical Freeze Point Sensor	Freezing Point of Chemical Solution	+/- 0.5°C	-20 to 0°C	-50 to +50°C	Locate in opposing lanes of traffic	4
Chemical Concentration Detector	Concentration of known chemical solution	+/- 5%	5 to 35%	-50 to +50°C	Locate in opposing lanes of traffic	3,4
Subsurface Thermistors	Shallow Subsurface Temperature	+/- 0.2°C	-40 to +40°C	-50 to 50°C	400mm directly below road surface in substrate	3,4
	Deep Subsurface Temperature	+/- 0.2°C	-40 to +40°C	-40 to +40°C	1.5m directly below road surface in substrate	3,4

References:

1. World Meteorological Organization Standard.
2. Environment Canada – Guidelines for Co-operative Climatological Autostations (Version 2.0)
3. US National Research Council – SHRP RWIS Vol. 2: Implementation Guide
4. Ministere de l'Equipement du Logement et des Transports (France).

Installation

Installations by the contractor/vendor (Item #2): Contents of Proposal to be evaluated

- Utilities (internet and hydro) c/w connection of vendor equipment to internet lines and power lines;
- Concrete foundation (tower base to be supplied by the vendor);
- Lightning protection;
- Hand holes (concrete structures) for connections; and
- RPU, pavement and weather sensor equipment installation (under direction of the vendor).

Installation by the contractor/vendor is to include:

- All final sensor connections to the RPU;
- Perform all system checks;
- Sensor alignments;
- Software setup and configuration to provide a fully operational RWIS system;
- Commissioning and 40 hour burn in of the RPU, Server and all components;
- Interoperability with the Meteorologist service provider. (The VAM will need to be able to understand/translate the information that is provided by the RWIS; and
- Vendor to provide software to convert data to ASCII format.

Warranty

The equipment vendor shall provide a full, on-site warranty covering all equipment from the RWIS commissioning and acceptance date. The Vendor is to provide a table with the model specifications and warranty for all Vendor supplied equipment. The Vendor will be responsible for the testing, material and labour required for the repair and/or replacement of malfunctioning components. See table 5.

Response time, repair time and overall system availability

The objective of this warranty is to encourage delivery of a reliable system with reasonable warranty response time. High reliability occurs when the system operates properly without service affecting incidents. Rapid response and repair times minimize the impact of any failure incident. Overall high availability is the combination of infrequent incidents and rapid response when failures do occur.

Failure of any part of the system is defined as, but not limited to, sensor malfunction, RPU malfunction, remote terminal malfunction, on-line terminal malfunction, or a communications failure which is not the result of a utility company, vandalism or traffic damage.

The Contractor shall complete all necessary forms to obtain and protect all manufacturer warranties pertinent to the system on behalf of the City of Cornwall

Proposed Project Schedule

Item	Date
Issue of RFP	August 4, 2016
Site Visit	August 11, 2016
Deadline for Questions	August 18, 2016
Deadline for Submission	August 26, 2016
Award of RFP	September 13, 2016
Project Commencement	September 2016
Project Completion	November 14, 2016

Table 3 – Reference Form

Each Proponent is required to provide three references from organizations similar in size and scope to the Corporation of the City of Cornwall for which the Proponent has provided the same or similar deliverables within the past five years.

The Corporation, in its sole discretion, will confirm the Proponent’s experience by checking the Proponent’s references and the provision of the references by the Proponent is deemed to be consent to such confirmation/contact with the references. The Corporation may check references other than those provided by the Proponent.

The Corporation reserves the right to revisit the Proponent’s scores in the rated requirements based on information learned during reference checks, should they reveal that there is inconsistency between the Proponent’s answers to the rated requirements and the results of the reference check.

Reference #1	
Municipality:	
Title of Project:	
Contact name:	
Contact telephone number:	
Contact email address:	
Project, Size, Scope and Value	
Reference #2	
Municipality:	
Title of Project:	
Contact name:	
Contact telephone number:	
Contact email address:	
Project, Size, Scope and Value	
Reference #3	
Municipality:	
Title of Project:	
Contact name:	
Contact telephone number:	
Contact email address:	
Project, Size, Scope and Value	

Table 4 - General System Component Costing

Item	Description		Price
1	Complete installation with all associated cost		\$
2	RWIS Station and all associated components		\$
Bid Price			\$
HST			\$
Total Bid Price			\$ _____

Table 5 - Warranty

Warranty Term: _____ Months

	Winter (critical) (Oct 15 to Apr 15)	Summer (Apr 16 to Oct 14)
Maximum time to respond to an incident	/Hours	/Hours
Maximum time to repair problem	/Hours	/Hours

Please include further warranty information as part of your methodology.

Appendix B – Contractual Acknowledgement

Price Information:

ALL goods and/or services as outlined in the Terms of Reference will be delivered to the Corporation at the cost indicated in your proposal. Prices quoted are to be in Canadian funds.

Contractual Acknowledgement:

Subject to any Points for Discussion which the Proponent includes in its Proposal, the Proponent agrees that the Contract Terms attached to this RFP as Appendix C shall be the commercial terms and conditions of any Contract entered between the Corporation and the Proponent. The Proponent acknowledges and agrees that the Corporation may make an award of Contract based on the Proposal submitted or, at the option of the Corporation, require the Proponent to enter negotiations to finalize the Terms of Reference and Points for Discussion, if any. The Proponent acknowledges that any Contract negotiated with the Corporation is subject to the approval of Council.

Defined Terms

The capitalized terms used in this Contractual Acknowledgement shall have the meanings given to them in Article 4 of the RFP.

Addenda's

Addenda issued pursuant to this RFP become part of the RFP and every Proposal will be deemed to include all such addenda.

SIGNED this day of 2016.

Signature	Name and Title (<i>Print</i>)	Has the authority to bind the Corporation.
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Company Name	Company Address
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Telephone No.:	Facsimile No.:
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E-mail Address:

Appendix C – Contract Terms

1. Definitions

- (1) “**Applicable Laws**” means applicable federal, provincial and local statutes and their respective regulations, common law, as well as any policies, standards or guidelines issues by any agency, authority, regulatory body, court, or other entity exercising executive, legislative, judicial, regulatory or administrative powers or functions pertaining to government,.
- (2) “**Confidential Information**” has the meaning ascribed to it in Section 13(1) hereto.
- (3) “**Corporation**” means the Corporation of the City of Cornwall.
- (4) “**Disclosing Party**” has the meaning ascribed to it in Section 13(2) hereto.
- (5) “**Effective Date**” means the date upon which an authorized representative of the goods and/or services Provider and an authorized representative of the Corporation have both executed this Contract.
- (6) “**Municipal Purchasing Supervisor**” means the head of Purchasing Services for the Corporation. Currently, the Supervisor is Paul Scrimshaw.
- (7) “**Receiving Party**” has the meaning ascribed to it in Section 13(2) hereto.
- (8) “**Service Provider**” means goods and/or services Provider name.
- (9) “**Service Provider Personnel**” has the meaning ascribed to it in Section 3 hereto.
- (10) “**Site**” refers to Project Authority as defined in Paragraph 4.12

- (11) “**Term**” shall have the meaning ascribed to it in Section 9 hereto.
- (12) “**WHMIS**” means the Workplace Hazardous Materials Information System.

2. Goods and/or services

- (1) The goods and/or services Provider (where required) shall maintain a Crisis Contingency Plan acceptable to the Corporation, acting reasonably, and shall comply with said plan throughout the Term of the Contract. The goods and/or services Provider shall ensure that the Crisis Contingency Plan is consistent with those that would be implemented by a prudent goods and/or services provider providing goods and/or services similar to the goods and/or services to an entity such as the Corporation.
- (2) The goods and/or services Provider shall not assume any responsibilities outside of this Contract that either conflict with the obligations under this Agreement or may in any way prevent or limit the goods and/or services Provider from performing its obligations hereunder.

3. Service Provider Personnel

- (1) As of the award date, the Service Provider shall provide the services and/or goods outlined in this proposal to the Corporation.
- (2) The Corporation shall have the option to request the immediate replacement of any goods and/or services Provider Personnel who are considered, in the sole discretion of the Corporation, to be unsuitable, and the goods and/or services Provider shall, upon such request, immediately replace such goods and/or services Provider Personnel.

4. Subcontracting

- (1) The goods and/or services Provider shall obtain the consent of the Corporation in writing prior to subcontracting or permitting the subcontracting of any portion of the goods and/or services.
- (2) In any subcontract permitted under this Section 4, the goods and/or services Provider shall ensure that the subcontractor is bound by and complies with the terms and conditions of the Contract.
- (3) Notwithstanding subcontract, the goods and/or services Provider shall remain responsible for to the Corporation its obligations under this Contract.

5. Representations and Warranties

- (1) The goods and/or services Provider covenants, represents and warrants as follows:
 - (a) to use only licensed and qualified individuals of suitable training, experience, and shall as goods and/or services Provider Personnel and ensure that all goods and/or services Provider Personnel maintain in good standing their licenses from their governing bodies and provide proof to the Corporation upon request;
 - (b) to conduct appropriate background checks with respect to the goods and/or services Provider Personnel;
 - (c) to supervise the performance by the goods and/or services Provider Personnel of the goods and/or services in the same manner as would a reasonably prudent goods and/or services provider providing goods and/or services similar to the goods and/or services for a client such as the Corporation;

- (d) to ensure the goods and/or services are performed to the highest degree of care and skill in accordance with all Applicable Laws, standards of practice of the applicable licensing and regulatory bodies and the by-laws, rules, regulations and policies of the Corporation;
- (e) to ensure that there are an appropriate number of goods and/or services Provider Personnel available at all times to provide the goods and/or services in accordance with the levels of goods and/or services to be provided under this Contract;
- (f) at its own cost, to ensure all goods and/or services Provider Personnel are properly uniformed at all times when delivering the goods and/or services hereunder;
- (g) that all Equipment materials, supplies and goods and/or services provided by the goods and/or services Provider shall fully comply with all safety and environmental requirements, as set forth in Applicable Laws, all applicable industry standards and all rules, regulations, policies and standards of the Corporation, as amended or supplemented from time to time;
- (h) that all Equipment is in good working order and will perform in accordance with its specifications, free from defects in materials, workmanship and design and to monitor, maintain, repair and/or replace the Equipment as required to ensure its continued good working order throughout the Term;
- (i) that the Equipment is free and clear from all liens or encumbrances of any kind and that its use by the Site will not infringe the rights of any third party;

- (j) to notify the Corporation as soon as possible of any incidents, occurrences, errors, omissions or mistakes in relation to the goods and/or services that the goods and/or services Provider discovers or of which it becomes aware;
- (k) to notify the Corporation as soon as possible of any situation which may affect the ability of the Corporation or the Site to enjoy the benefit of the goods/services;
- (l) that the goods and/or services Provider is a duly incorporated and validly existing corporation and has the corporate power and authority and all governmental licences, authorizations, consents, registrations and approvals required as at the date hereof to enter into and perform its obligations under this Contract;
- (m) that the entering into and the performance by the goods and/or services Provider of its obligations under this Agreement:
 - are within its powers and have been duly authorized by all necessary corporate action on its part; and
 - are not in violation of any law, regulation, ordinance or decree having application to it as of the date hereof or of any agreement to which it is a party.

6. Compensation

- (1) The provider shall invoice the Corporation of the City of Cornwall. Invoices to be sent directly to the Accounts Payable Section, P.O. Box 877, Cornwall, Ontario K6H 5T9. The Corporation's term of payment is thirty (30) days.

7. Insurance

- (1) Without restricting the generality of the Indemnification provisions, the goods and/or services Provider shall, during the term of this Agreement, provide, maintain and pay for:
 - (a) Commercial General Liability Insurance with limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance coverage shall be in the name of the goods and/or services Provider and shall name the Corporation as an additional insured thereunder.
 - (b) The Commercial General Liability insurance shall include coverage for:
 - premises and operations liability;
 - products or completed operations liability;
 - blanket contractual liability;
 - cross liability
 - tenant's legal liability;
 - non-owned automobile liability;
 - owner's and contractor's protective liability;
 - contingent employer's liability;
 - breach of conditions clause;
 - severability of interest clause.
 - (c) Automobile Liability Insurance for owned/leased licensed vehicles with limits of not less than \$2,000,000.00 inclusive

per occurrence for bodily injury, death and damage to property; and

- (2) The successful Proponent shall prior to commencement of the service, provide evidence of Professional/Consultants Errors and Omissions Liability coverage including Comprehensive General Liability for an inclusive limit not less than \$2,000,000.00 liability for any one occurrence or accident for all claims arising out of bodily injury, property damage, personal injury, and non-owned automobile.
- (3) The goods and/or services **Provider** shall provide the Corporation with proof, in a form satisfactory to the Corporation, of the insurance required under this section prior to the commencement of this Contract.
- (4) All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse and shall contain the necessary endorsements to provide the Corporation with thirty (30) days prior written notice of any amendment or cancellation by registered mail to the attention of the Corporation's Municipal Purchasing Supervisor.
- (5) The Corporation of the City of Cornwall shall be added as an additional insured with severability of interest and cross liability clause on each policy of comprehensive liability insurance.
- (6) The successful bidder must obtain and forward to the Corporation a letter of clearance from the Workplace Safety and Insurance. The clearance certificate's validity period is to be from the current date and up to 90 days, thereafter ensuring ongoing good standing with the Workplace Safety and Insurance Board. It is the responsibility of the successful Contractor to ensure that its contractors and/or subcontractors of every description obtain and maintain proper and

adequate coverage used for this project, as would be required of any prudent contractor and/or subcontractor of such assigned operation.

8. Indemnification

- (1) Without limiting any other obligation of the goods and/or services Provider under this Contract or otherwise, the goods and/or services Provider hereby agrees to indemnify and save harmless the Corporation, its elected officials, officers, employees, servants, agents and others for whom the Corporation is in law responsible, from and against any liability, loss, claims, demands, damages, fines and penalties, costs and expenses (including consulting fees), investigatory and legal expenses, and any other actions or causes of actions, suits, caused by or attributed to by any wilful or negligent act, omission, delay, or allegations thereof, a breach of any term of this Contract or of any statute or regulation, or any privacy breach on the part of the goods and/or services Provider, its officers, employees, sub-contractors, agents, licensees, assignees, invitees or other persons engaged in the performance, non-performance or attempted performance of the goods and/or services pursuant to this Contract or anyone else for whom the goods and/or services Provider is in law responsible.
- (2) Should the Corporation be made a party to any litigation commenced by or against the goods and/or services Provider, the goods and/or services Provider will protect, indemnify and hold the Corporation harmless and will promptly pay all costs, expenses, and legal fees (on a solicitor and client basis) incurred or paid by the Corporation in connection with such litigation. The goods and/or services Provider will also promptly pay upon demand all costs, expenses and legal fees (on a solicitor and client basis) that may be

incurred or paid by the Corporation in enforcing the terms, covenants and conditions in this Contract.

9. Term

- (1) This Agreement shall come into force on the award date and shall continue until completion of the project.

10. Termination for Cause

- (1) The Corporation reserves the right to determine non-performance or poor quality of goods and/or goods and/or services and the opinion of the Corporation in this regard shall be final in all instances.
- (2) Where the goods and/or services Provider is in default in carrying out any of its obligations under the Contract, the Corporation may, upon giving written notice to the goods and/or services Provider, terminate the Contract, either immediately, or at the expiration of a cure period specified in the notice if the goods and/or services Provider has not cured the default to the satisfaction of the Corporation within that cure period.
- (3) Where the goods and/or services Provider becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or where a receiver is appointed under a debt instrument or a receiving order is made against the goods and/or services Provider, or an order is made or a resolution passed for the winding up of the goods and/or services Provider, the Corporation may upon giving notice to the goods and/or services Provider, immediately terminate the Contract.

11. Termination for Convenience

- (1) The Corporation reserves the right to terminate the Contract for any reason, without penalty or obligations to the Corporation, upon provision of ninety (90) days written notice.
- (2) The goods and/or services Provider shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of, or directly or indirectly arising out of, any action taken or termination notice given by the Corporation under this Section.

12. Force Majeure

- (1) Neither party shall be liable to the other to perform any obligations under this agreement due to causes which are beyond their reasonable control and of a nature which has the power or authority to remedy, including, without, limitation, acts of God, acts of civil or military disturbances, fires, floods, epidemics, wars and riots. In the event of such an occurrence, the party claiming relief shall give **prompt written notice** thereof to the other party and any time for performance of an obligation shall be extended by the time equal to the length of delay attributable to such occurrence.

13. Confidentiality

- (1) Each party acknowledges that during the course of this Contract, it may acquire information about certain matters and things which are confidential to the other, and that such information is the exclusive property of the other, including information relating to residents or to business and financial affairs (“**Confidential Information**”). Confidential Information does not include information that was in the public domain other than by reason of acts or omissions by the goods and/or services Provider of the goods and/or services Provider Personnel or that the goods and/or services Provider or the

goods and/or services Provider Personnel lawfully received in good faith from a third party lawfully in possession of same and entitled to disclose same, or where otherwise required by law.

- (2) Each party who receives Confidential Information (the “**Receiving Party**”) of the other party (the “**Disclosing Party**”) shall hold such Confidential Information in trust and confidence for and on behalf of the Disclosing Party and shall not, except as expressly authorized hereunder or in writing by the Disclosing Party, use, copy or disclose to any third party any Confidential Information so received.
- (3) Each Receiving Party shall take appropriate action by instruction, agreement or otherwise to ensure that its directors, officers, consultants and agents are required to keep confidential all Confidential Information of the Disclosing Party that is disclosed to or comes into the possession of any of them. The Receiving Party shall disclose Confidential Information only to those of its directors, officers, employees, consultants and agent who legitimately and reasonably require the same in connection with fulfilling that party’s obligations under this Agreement.
- (4) The Disclosing Party retains title to all such Confidential Information and may require that Receiving Party to return or destroy the Disclosing Party’s Confidential Information upon termination or expiration of this Contract.
- (5) Notwithstanding any other provision in these terms and conditions, Confidential Information shall not include information that is or becomes a part of the public domain through no fault of the Receiving Party or anyone for whom the Receiving Party is responsible at law, is received by the Receiving Party from a third party free of restriction, or can be established by written evidence to

be already in the Receiving Party's possession without obligation of confidentiality prior to disclosure by the Disclosing Party.

- (6) In the event either party breaches the confidentiality provisions of this Contract, the breaching party acknowledges that the non-breaching party's remedies at law for such injury will be inadequate and the non-breaching party will be entitled to an immediate injunction from a court of competent jurisdiction, in addition to all other legal or equitable remedies for such breach.
- (7) The goods and/or services Provider may not, in its advertising or otherwise, indicate that it has or may supply goods and/or services to Site, without the express written consent of the Site Manager.

14. Confidentiality of Personal Information

- (1) The goods and/or services Provider will cooperate with any privacy assessment or audit conducted by or on behalf of the Site.
- (2) In the event that the Site makes a formal complaint to the goods and/or services Provider in respect of the goods and/or services Provider's compliance with these confidentiality/privacy provisions, the goods and/or services Provider shall, within five (5) days of receipt of the complaint, investigate the matter and provide the Site with an oral report stating the cause of the deficiency, if any, and the steps taken to prevent a recurrence, if required. Within a further five (5) days, the goods and/or services Provider shall provide the Site with a written report documenting the complaint, investigation, deficiency, if any, and the steps taken to prevent a recurrence, if required.

15. Relationship of the Parties

- (1) The goods and/or services Provider acknowledges and agrees that the goods and/or services Provider Personnel:

- (a) are not employees of the Corporation or of the Site;
 - (b) are not entitled to any of the benefits provided by the Corporation to its employees; and
 - (c) the goods and/or services Provider shall be solely responsible for all governmental obligations and deductions, including, without limitation, provincial and federal income tax deductions, Employment Insurance, Canada Pension Plan, Workplace Safety and Insurance Board and Employer Health tax contributions.
- (2) This Agreement is not intended to create a partnership, joint venture or employment relationship between the Corporation and the goods and/or services Provider and neither party will have, nor represent itself to have, any authority or power to enter into any contract, assume any obligations or make warranties or representations on behalf of the other or to act for or to undertake any obligation or responsibility on behalf of the other party, except as may be expressly provided in this Contract.

16. Statutes and Regulations

- (1) Accessibility Regulations for Services: Contracted employees, third party employees, agents and others that provide customer service on behalf of the Corporation must meet the requirements of Ontario Regulation 429/07 with respect to training.
- (2) The successful bidder shall comply with all Federal, Provincial and Municipal laws and regulations, including but not limited to the Workplace Safety and Insurance Act, Occupational Health and Safety Act and regulations including W.H.M.I.S. Any required permits or inspections shall be the complete responsibility of the

contractor. Proof of training in specific areas may be requested by the Corporation.

17. General

(1) Notice

(a) Any notice shall be in writing and may be delivered by hand or by courier, by registered mail, or by facsimile or other electronic means that provides a paper record of the text of the notice, addressed to the Party for whom it is intended at the address in the Contract or at the last address of which the sender has received notice in accordance with this section. Any notice shall be deemed to be effective on the day it is delivered, mailed or electronically sent.

(2) Governing Law

(a) This Agreement shall be governed by the laws of the Province of Ontario and the laws of Canada applicable therein. The courts of the Province of Ontario shall have jurisdiction to entertain any action arising under this Contract or any other agreement, document or instrument contemplated herein and the parties hereby accept and irrevocably submit to the jurisdiction of the said courts and acknowledge their competence and agree to be bound by any judgment thereof.

(3) Severable

(a) If any provision of this Contract shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired thereby and such invalid, illegal or unenforceable provision shall be severable from the remainder of this Contract.

- (4) Entire Agreement
 - (a) This Contract constitutes the entire Contract between the parties and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, among the parties with respect thereto.
- (5) Amendments
 - (a) No amendment or modification of this Contract shall be binding unless in writing and signed by the authorized representatives of the parties.
- (6) Waiver
 - (a) No waiver by a party to this Contract of any breach of any of the provisions of this Contract by any other party to this Contract shall take effect or be binding upon the party unless in writing and signed by such party. Unless otherwise provided therein, such waiver shall not limit or affect the rights of the party with respect to any other breach.
- (7) Successors and Assigns
 - (a) This Contract shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. Neither party hereto may assign this Contract or any part hereof without the prior written consent of the other party hereto.
- (8) Counterparts
 - (a) This Contract may be executed in counterparts each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.

(9) Survival

- (a) The goods and/or services Provider's obligations pursuant to Section 13 "Confidentiality", Section 8 "Indemnification" and Section 7 "Insurance" hereto shall survive the expiry or termination of the Contract as shall any other provision of the Contract which, by the nature of the rights or obligations set out therein, might reasonably be expected to be intended to so survive.

Appendix D – Official Bid Document
Request for Proposal 16-P22
Road Weather Information System

Company Name: _____

Closing Date: August 26, 2016 @ 4:30 p.m.

Deliver To:

The Office of the Purchasing Supervisor
Corporation of the City of Cornwall
Purchasing Services
100 Water Street East, Suite 104
Cornwall, ON K6H 6G4

The Proponent shall complete and affix (glue/tape) this page to the outside of their sealed envelope prior to submission so that it is visible to the Office of the Purchasing Supervisor.

Official Bid Document (Label)