



**THE CORPORATION OF THE TOWN OF CARLETON PLACE**

**REQUEST FOR PROPOSAL**

Consulting Services

Recreation and Culture Department

Service Delivery and Fee Review

**Proposal #: CP-01-2024**

**ADDENDUM # 1**

## Bidders Information Form

Bidders must complete this form and include with the Bid Submission  
Please ensure all information is legible.

1.	Company Name	
2.	Respondent's Main Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone #	
5.	Toll Free #	
6.	Fax #	
7.	E-mail address	
8.	HST Account #	

### Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #

Date Received

# \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_

\_\_\_\_\_

☐ Check here if No Addenda received.

\_\_\_\_\_  
Respondent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **REPRESENTATION, WARRANTY AND ACKNOWLEDGEMENT REGARDING ACCESSIBLE CUSTOMER SERVICE TRAINING**

### **REPRESENTATION AND WARRANTY**

**(Insert Company Name)** \_\_\_\_\_

Hereby represents and warrants that:

My/Our employees, agents, volunteers or others for whom I/We are responsible, will have successfully completed Accessible Customer Service Training prior to commencement of the Work on behalf of the Corporation of the Town of Carleton Place, in accordance with the award of RFP for Consulting Services for a Recreation and Culture Service Delivery and Fee Review.

1. The Accessible Customer Service Training provided will encompass the following training content:
  - a. A review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard;
  - b. How to interact and communicate with people with various types of disability;
  - c. How to interact with people with disabilities who use an assistive device, service animal or a support person;
  - d. How to use the equipment or assistive devices available on Town premises that are otherwise provided that may help with the provision of goods or services to people with disabilities;
  - e. What to do if a person with a particular type of disability is having difficulty accessing the Town's goods or services; and
  - f. The Town's accessible customer service policies, procedures and practices governing the provision of goods or services to people with disabilities.

### **ACKNOWLEDGEMENT**

I/We, the undersigned, acknowledge and agree that this representation and warranty will be relied upon by the Corporation of the Town of Carleton Place and as such I/We solemnly provide this representation and warranty as if it was given under oath.

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Company Name

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Signature(s)

PRINT NAME

PRINT TITLE

---

Signature(s)

PRINT NAME

PRINT TITLE

---

Date

**I/WE HAVE THE AUTHORITY TO BIND THE COMPANY**

### Schedule of Items & Prices

(All unit prices are Not to include HST)

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with Parts “A”, “B”, “C”, and “D” of the Proposal for the following prices:

The Town reserves the right to cancel any or all items.

#### Cost of Total Project

Fixed Fee	\$ _____
HST	\$ _____
<b>Total Project Price</b>	<b>\$ _____</b>

Please provide per diem rates should additional deliverables be required.

Position	Per Diem Rate
	\$ _____
	\$ _____
	\$ _____
	\$ _____

To the Corporation of the Town of Carleton Place, Hereafter called the "Town":

I/We \_\_\_\_\_ the undersigned  
declare:

1. That the several matters stated in the said Bid are in all respects true accurate and complete.
2. That I/we have read and fully understand all information, terms and conditions contained within the Bid Document, including: Part "A" Information to Bidders; Part "B" Standard Terms and Conditions; Part "C" Specifications and Part "D" Bid Form.
3. That I/we do hereby Bid and offer to enter into a Contract to Supply and Deliver all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
4. That this Bid is irrevocable for Ninety (90) Days and prices for as long as stated elsewhere in the Bid Document, and that the Town may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
5. That the awarding of the Contract, by the Town is based on this submission, which shall be an acceptance of this Bid.
6. That if the Bid is accepted, I/we agree to furnish all documentation, security and certifications as required by the Bid Document and to execute a formal contract in triplicate, if required, within Ten (10) Working Days after notification of award. I/We understand that any acceptance by the Town is fully conditional upon the receipt of said documentation, security and certifications by the Town within Ten (10) Working Days. If I/we fail to do so, the Town may accept the next lowest or any Bid or to advertise for new bids, or to carry out completion of the works in any other way they deem best.
7. That I/we agree to save the Town, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Bidder is not the patentee, assignee, or licensee.

**The undersigned affirms that he/she is duly authorized to execute this bid.**

Bidder's Signature and Seal:

\_\_\_\_\_

Position:

\_\_\_\_\_

Witness:

\_\_\_\_\_

Position:

\_\_\_\_\_

(If Corporate Seal is not available, documentation should be witnessed)

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
(Town/City)

this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

**REFERENCES**

<b>Company Name and Phone Number</b>	<b>Contact Person(s)</b>	<b>Description of Services, Length of Contract, etc.</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		