



REQUEST FOR QUOTATION (RFQ)

For

Professional Land Surveying Services

Request for Quotation No.: 12-2025

Request for Quotation Name: Professional Land Surveying Services

Issued: Friday, May 9, 2025

Submission Deadline: Friday, June 6, 2025

Issued by: The Corporation of the Municipality of Red Lake
2 Fifth St, Balmertown, ON

Request for Quote Contact: Heather Weese
Email: procurement@redlake.ca

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Introduction

The Municipality of Red Lake is a vibrant and resource-rich community located in Northwestern Ontario, approximately 535 kilometres (332 mi) northwest of Thunder Bay and 455 kilometres northeast of Winnipeg, MB. Known as the 'Gateway to the Woodland Caribou Provincial Park', Red Lake is a remote but thriving municipality that serves as the commercial and service hub for the region.

Red Lake is home to 4,107 people (Canada 2021 Census), a diverse population and a strong economic base, primarily driven by the mining, forestry and tourism industries. The municipality includes the communities of Balmertown, Cochenour, Madsen, McKenzie Island, Red Lake, and Starratt-Olsen. Its strategic location in the Canadian Shield provides unique opportunities and challenges in infrastructure development, transportation, and service delivery.

1.2 Invitation to Respondents

This Request for Quotation (the "RFQ") is an invitation by the Corporation of the Municipality of Red Lake (the "Municipality") to prospective respondents to submit non-binding quotations for Professional Land Surveying Services, which may include pricing, qualifications, and other requested information, as further described in the RFQ Particulars (Part 4) (the "Deliverables").

By submitting a quotation, a respondent acknowledges and agrees that their submission is an offer to supply the Deliverables under the terms and conditions outlined in this RFQ, but it does not create a binding contract unless a formal agreement is executed by both parties.

The Municipality's intention is to award a contract to the successful respondent following the completion of the RFQ process. However, the Municipality reserves the right to cancel this process at any time, or to elect not to award a contract, without liability.

This RFQ is issued in accordance with the Municipality's Procurement By-law and applicable trade agreements, including the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

1.3 RFQ Contact

For the purposes of this procurement process, the "RFQ Contact" will be:

Heather Weese, Procurement & Resource Planning Specialist
procurement@redlake.ca

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the RFQ Contact,

concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's quotation.

1.4 Type of Contract for Deliverables

The selected respondent will be requested to enter into an agreement for the provision of the Deliverables. It is the Municipality's intention to enter into a contract with only one (1) legal entity.

1.5 RFQ Timeline

Issue Date of RFQ:	Friday, May 9, 2025
Deadline for Questions:	Friday, May 23, 2025
Deadline for Question Responses:	Wednesday May 28, 2025
Submission Deadline:	Friday, June 6, 2025 at 2:00pm CST
Anticipated Execution of Agreement:	June 2025

The RFQ timetable is tentative only and may be changed by the Municipality at any time. Any changes to the timeline will be communicated via addenda.

1.6 Submission of Quotations

All quotations must be submitted by the following method:

- **Electronically:** Via the Municipality's official procurement portal at www.redlake.ca/document-submission-portal/
 - Electronic submissions must be received prior to 2:00pm local time (Central Standard Time) on the closing date.
 - Proposals shall be submitted in PDF format where feasible to ensure compatibility and document integrity.

Late Quotations will not be accepted or considered under any circumstances. The Municipal office clock determines the official closing time of the Quotation Call.

1.7 Amendment of Quotations

Updated quotations may only be submitted prior to the submission deadline as specified in Section 1.5. Updated quotations after this deadline will not be accepted.

If a respondent wishes to amend a previously submitted quotation, they must submit a complete updated quotation via the designated submission portal on the Municipality website. The latest submission will be considered the official quotation, and all prior versions will be disregarded.

1.8 Withdrawal of Quotations

At any time throughout the RFQ process, until the submission deadline, a respondent may withdraw a submitted quotation. To withdraw a quotation, a notice of withdrawal must be sent to the RFQ Contact and must be signed by an authorized representative of the respondent.

While there are no penalties for withdrawing after the submission deadline, failing to honour a quotation may be seen as not acting in good faith. Respondents who fail to do so may be excluded from future procurement opportunities.

1.9 Opening of Quotations

An informal public opening of Quotations will take place at 2:00pm on the submission deadline. Respondents' names will be read aloud; quotation amounts shall not be read aloud. The public opening is informational only and does not represent the evaluation or award process.

[End of Part 1]

PART 2 – EVALUATION AND AWARD

2.1 Submission Review

The Municipality will review all submissions to ensure they include all documents and forms specified under Section 4.4. Submissions that do not meet the mandatory submission requirements may be disqualified.

2.2 Evaluation of Mandatory Technical Requirements

Submissions that include all mandatory submission requirements will then be evaluated to confirm compliance with the mandatory technical requirements set out in Section 4.3. Submissions that do not meet these requirements will be disqualified and not evaluated further.

2.3 Pricing Evaluation

Pricing will be evaluated in accordance with Appendix E. The total evaluated price will be based on the fixed price submitted for each location and deliverable.

2.4 Award Selection

The respondent offering the most advantageous quotation will be selected for award, subject to the negotiation of final contract terms. The Municipality and the selected Respondent may negotiate minor contract details before finalizing the agreement.

2.5 Notification and Acceptance

The selected respondent will be notified in writing and must confirm acceptance within 10 business days of receiving the notification. If the respondent fails to do so, the Municipality may proceed with another respondent or cancel the RFQ.

2.6 Right to Reject Quotations

The Municipality reserves the right to reject any or all quotations at its sole discretion. The Municipality's decision will be final unless challenged in accordance with applicable laws.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

GENERAL INFORMATION AND INSTRUCTIONS

3.1 Respondents to Follow Instructions

Respondents should structure their quotations in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a quotation should reference the applicable section numbers of this RFQ.

3.2 Quotations in English

All quotations are to be in English only.

3.3 No Incorporation by Reference

The entire content of the respondent's quotation should be submitted in a fixed form, and the content of websites or other external documents referred to in the respondent's quotation but not attached will not be considered to form part of its quotation. It is the responsibility of the respondent to ensure that all relevant content is included in the submission.

3.4 Past Performance

In the evaluation process, the Municipality may consider the respondent's past performance or conduct on previous contracts with the Municipality.

3.5 Information in RFQ only an Estimate

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

3.6 Respondents to Bear Their Own Costs

Respondents are solely responsible for all costs incurred in the preparation, submission, and presentation of their Quotation, including any subsequent negotiations, interviews, or demonstrations with the Municipality. If the Municipality elects to reject all Quotations, it shall bear no liability for any costs, damages, or anticipated profits lost by any Respondent, nor for any other expenses related to this RFQ process.

3.7 Quotation to be Retained by the Municipality

The Municipality will not return the quotation or any accompanying documentation submitted by a respondent submitted electronically.

3.8 No Guarantee of Volume of Work or Exclusivity of Contract

Unless otherwise stated in the RFQ, the Municipality makes no guarantee of the value or volume of work to be assigned to the successful respondent. The awarded contract is not exclusive, and the Municipality may procure similar goods and services from other sources or obtain them internally.

COMMUNICATIONS AFTER ISSUANCE OF RFQ

3.9 Respondents to Review RFQ

Respondents should promptly examine all of the documents comprising this RFQ and may direct questions or seek additional information in writing, by email, to the RFQ Contact on or before the Deadline for Questions.

No verbal statement or communication shall alter or modify any provision of this Request for Quotation (RFQ). Any modifications or clarifications shall be issued in writing by the Procurement department.

No such communications are to be directed to anyone other than the RFQ Contact. The Municipality is under no obligation to provide additional information, and the Municipality is not responsible for any information provided by or obtained from any source other than the RFQ Contact.

It is the responsibility of the respondent to seek clarification from the RFQ Contact on any matter it considers to be unclear. The Municipality is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

3.10 All New Information to Respondents by Way of Addenda

This RFQ may be amended only by addendum in accordance with this section. If the Municipality, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by the Municipality.

3.11 Post-Deadline Addenda and Extension of Submission Deadline

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

3.12 Verify, Clarify, and Supplement

When evaluating quotations, the Municipality may request further information from the respondent or third parties in order to verify, clarify, or supplement the information provided in the respondent's quotation, including but not limited to clarification with respect to whether a quotation meets the mandatory technical requirements set out in Section D of the RFQ Particulars (Part 4). The Municipality may revisit, re-evaluate and rescore the respondent's response or ranking on the basis of any such information.

NOTIFICATION AND DEBRIEFING

3.13 Notification to Other Respondents

Once an Agreement is executed by the Municipality and a respondent, all other respondents will be notified of the outcome of the procurement process through public posting on the Municipality's website. The Municipality will also make reasonable efforts to notify unsuccessful bidders directly via email, ensuring they are informed of the decision promptly.

3.14 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFQ Contact and must be made within sixty (60) days of such notification.

CONFLICT OF INTEREST AND PROHIBITED CONDUCT

3.15 Conflict of Interest

A conflict of interest occurs when a respondent has an unfair advantage or engages in conduct that may compromise the integrity of the RFQ process. This includes accessing confidential Municipal information not available to other respondents, attempting to influence the process through lobbying, or having financial or personal relationships that impair impartial judgment.

3.16 Disclosure Requirements

Respondents must disclose any actual or perceived conflict of interest, such as personal or financial ties to a Municipal employee or official or any situation that may create the appearance of a conflict. If a conflict is identified after submission, the respondent must immediately notify the Municipality. Failure to disclose may result in disqualification or contract termination.

3.17 Disqualification for Conflict of Interest

The Municipality may disqualify a respondent for any conduct, situation or circumstances, determined by the Municipality, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.18 Disqualification for Prohibited Conduct

The Municipality may disqualify a respondent, rescind notice of selection or terminate a contract subsequently entered into if the Municipality determines that the respondent has engaged in any conduct prohibited by this RFQ.

3.19 Respondent Not to Communicate with Media

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

3.20 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Respondents 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 Municipality; deceitfulness; submitting quotations 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 RFQ.

3.21 Past Performance or Past Conduct

The Municipality may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- a) Illegal or unethical conduct as described above,
- b) The refusal of the supplier to honour its submitted pricing or other commitments; or,
- c) Any conduct, situation, or circumstance determined by the Municipality, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

CONFIDENTIAL INFORMATION

3.22 Confidential Information of the Municipality

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

- a) Is the sole property of the Municipality and must be treated as confidential;
- b) Is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the Deliverables
- c) Must not be disclosed without prior written authorization for the Municipality; and,
- d) Must be returned by the respondent to the Municipality immediately upon the request of the Municipality.

3.23 Confidential Information of Respondent

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Municipality. The confidentiality of such information will be maintained by the Municipality, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed, on a confidential basis, to advisors retained by the Municipality to assist with the RFQ process, including the evaluation of quotations. If a respondent has any questions about the

collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

PROCUREMENT PROCESS NON-BINDING

3.24 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 RFQ 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 respondent nor the Municipality 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 quotation submitted in response to this RFQ.

3.25 No Contract Until Execution of Written Agreement

This RFQ process is intended to solicit non-binding quotations for consideration by the Municipality and may result in an invitation by the Municipality to a respondent to enter into the Agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the Municipality by this RFQ process until the execution of a written Agreement for the acquisition of such goods and/or services.

3.26 Reserved Rights

In addition to any other rights outlined in this RFQ, the Municipality reserves the right, in its sole and absolute discretion, to:

- Select a respondent to enter into negotiations for a contract in whole or in part;
- Accept or reject any or all quotations;
- Waive minor informalities, irregularities, or technical defects in quotations;
- Request clarifications or additional information from respondents;
- Cancel this RFQ at any time without liability;
- Make any selection subject to available budget, Council approval, and Municipal priorities.

The exercise of any reserved rights shall not give rise to any legal obligation or liability on the part of the Municipality unless and until a written agreement is executed.

3.27 Non-binding Price Estimates

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

SUBCONTRACTING & THIRD PARTY SUPPLIERS

3.28 Disclosure of Subcontractors and Suppliers

The Respondent must disclose the names of all subcontractors on the Subcontractor Disclosure Form (Appendix G) involved in contract fulfillment before contract commencement, including a description of the goods or services they will provide.

3.29 Respondent's Responsibility for Subcontractors

The Respondent remains fully responsible for ensuring that all goods and services—whether supplied directly or through subcontractors—meet contract specifications, regulatory standards, and all applicable Municipal, Provincial, and Federal laws.

Non-compliance by a subcontractor will be treated as non-compliance by the Respondent. Lack of oversight or knowledge of subcontractor actions will not be accepted as a defense for failing to meet contractual obligations.

3.30 Changes to Subcontractors

Any changes to subcontractors or suppliers after contract commencement must be reported to the Municipality before engagement. The Municipality reserves the right to reject any subcontractor or supplier deemed unsuitable, unqualified, or non-compliant.

3.31 Municipality's Right to Request Additional Information

Upon request, the Municipality may require additional details, including qualifications, experience, and compliance history, before approving subcontractors or suppliers.

GOVERNING LAW AND INTERPRETATION

3.32 Interpretation of Terms and Conditions

The Terms and Conditions of this RFQ are intended to be interpreted independently, ensuring clarity and compliance with relevant laws. They do not restrict the pre-existing rights of parties to engage in pre-contractual discussions under common law governing commercial negotiations.

3.33 Governing Law

The Agreement resulting from this RFQ will be governed by and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

3.34 Compliance with Laws and Regulations

The successful respondent must ensure that all operations, services, and products provided under this contract comply with all applicable laws and regulations, including but not limited to:

- Workplace Safety and Insurance Act, 1997

- Occupational Health and Safety Act
- Accessibility for Ontarians with Disabilities Act, 2005

3.35 Permits and Authorizations

The respondent is responsible for obtaining any necessary authorizations, permits, or licenses required for the work and certifies ongoing compliance with all applicable municipal, provincial, and federal laws, including relevant bylaws or policies.

3.36 Municipality's Right to Verify Compliance

To verify compliance, the Municipality reserves the right to review the respondent's records, including personnel training documentation, where reasonably necessary.

[End of Part 3]

PART 4 – RFQ PARTICULARS

4.1 THE DELIVERABLES

The Municipality of Red Lake is seeking quotations for the provision of legal survey services for six (6) properties / locations.

4.1.1 Harry's Corner

Description: These are Crown lands that are being sold to the Municipality of Red Lake located off Hughes Crescent

Map: Attached (Appendix J)

Special Instructions: Surveyor must follow 'Instructions governing Ontario Crown land surveys and plans' document dated 2020 (Separated Appendix P)

4.1.2 Kanawenim Drive

Description: This is a road that has been built on Municipal property. The road has not yet been surveyed. Once surveyed, the property in question will be dedicated as a road allowance. The road will be standard width (20 m, with the exception of the turn-a-round located at the westerly end of the proposed road allowance).

Map: Attached – showing approximate location – to be confirmed in the field (Appendix K)

Special Instructions: Survey and prepare R-Plan for Municipal review

4.1.3 Opichii Street

Description: This is a road that has been built on Municipal property. The road has not yet been surveyed. Once surveyed, the property in question will be dedicated as a road allowance. The road will be standard width (20 m, with the exception of the turn-a-round located at the westerly end of the proposed road allowance).

Map: Attached – showing approximate location – to be confirmed in the field (Appendix L)

Special Instructions: Survey and prepare R-Plan for Municipal review

4.1.4 Laneway between Fifth Street and Sixth Street, Balmertown

Description: This Laneway is located north of the Balmertown Firehall and is intended to be closed and conveyed to the Municipality and the property will be zoned as Institutional to allow for the expansion of the Firehall

Map: Attached – showing approximate location – to be confirmed in the field (Appendix M)

Special Instructions: Survey and prepare R-Plan for Municipal review

4.1.5 1 Campbell Drive

Description: Survey required to capture existing features and property boundaries

Map: Attached – showing approximate location – to be confirmed in the field (Appendix N)

Special Instructions: Survey and prepare R-Plan for Municipal review

4.1.6 17 Williams

Description: Survey required to capture existing features and property boundaries

Map: Attached – showing approximate location – to be confirmed in the field (Appendix O)

Special Instructions: Survey and prepare R-Plan for Municipal review

4.2 MATERIAL DISCLOSURES

The project must be completed, and all deliverables submitted to the Municipality, no later than October 31, 2025.

4.3 MANDATORY TECHNICAL REQUIREMENTS

4.3.1 Qualifications

Respondents must provide proof of relevant certifications, licenses, or professional qualifications necessary for completing the work required under the contract. The firm must be licensed to practice cadastral surveying in Ontario by the Association of Ontario Land Surveyors (AOLS), and the lead surveyor assigned to the work must be an Ontario Land Surveyor (O.L.S.) in good standing with the AOLS.

4.4 MANDATORY SUBMISSION REQUIREMENTS

All quotations shall include the following documentation. Failure to provide any of the required items may result in disqualification. A submission checklist is provided as Appendix I for guidance.

4.4.1 Submission Form (Appendix B)

A completed and signed Submission Form, including respondent contact details.

4.4.2 Acknowledgement of Addenda Form (Appendix C)

A completed and signed Acknowledgement of Addenda Form, signed by an authorized representative of the respondent. Even if no addenda have been issued, this form must be submitted as acknowledgement.

4.4.3 Statement of Understanding and Declaration Form (Appendix D)

A completed and signed Statement of Understanding and Declaration Form, signed by an authorized representative of the respondent.

4.4.4 Pricing (Appendix E)

Each quotation must include pricing information that complies with the instructions contained in Pricing (Appendix E).

4.4.5 Conflict of Interest Form (if applicable) (Appendix F)

4.4.6 Subcontractor Form (if applicable) (Appendix G)

4.4.7 Other Mandatory Submission Requirements

Respondents must submit a brief description of the firm's qualifications confirming compliance with the Mandatory Technical Requirements, including confirmation of professional standing (license number and name of the assigned O.L.S.).

4.5 AWARD PRE-CONDITIONS

The following are pre-conditions that must be met by the selected respondent before the agreement can be awarded:

4.6 Proof of Insurance (if applicable)

The selected respondent is required to provide a Certificate of Insurance (COI) confirming the following coverage:

- Comprehensive General Liability and Property Damage with a limit of not less than \$5,000,000.00 (five million dollars), naming The Corporation of the Municipality of Red Lake as an additional insured
- Motor Vehicle Public Liability and Property Insurance on all owned and rented equipment with a limit of not less than \$2,000,000.00 (two million dollars)

All required insurance coverage must be maintained throughout the term of the contract and endorsed to provide the Municipality with at least thirty (30) days' advance written notice of cancellation or material change.

4.7 WSIB Coverage (if applicable)

A valid WSIB clearance certificate must be provided to confirm compliance with Workplace Safety and Insurance Board (WSIB) requirements. This certificate must be provided prior to the award of the contract and maintained throughout the contract term.

4.8 Subcontractor Approval (if applicable)

A list of all proposed subcontractors must be provided, and approval must be obtained from the Municipality before the contract is finalized. The Municipality reserves the right to reject any subcontractors deemed unsuitable.

RELEVANT INFORMATION – APPENDICES

The following appendices provide supporting information related to the Deliverables:

Appendix J – Map of Harry's corner

Appendix K – Map of Kanawenim Drive

Appendix L – Map of Opichii Street

Appendix M – Map of Laneway between Fifth and Sixth Street, Balmertown

Appendix N – Map of 1 Campbell Drive

Appendix O – Map of 17 William Street

Appendix P - Instructions Governing Ontario Crown Land Surveys and Plans

Respondents should review these appendices carefully to ensure a complete understanding of the project requirements. These documents are provided for information purposes only and the respondents are responsible for verifying any site conditions or assumptions necessary to prepare their quotation.

All other appendices included with this RFQ are provided as required forms for submission or administrative purposes.

[End of Part 4]

APPENDIX A – REGISTRATION PAGE

PRE-SUBMISSION ONLY – DO NOT INCLUDE WITH QUOTATION



To ensure notification and receipt of any addendums issued for this project, proponents/bidders must complete and submit the Registration Form. Only those who have submitted the form will be added to the registry and will receive any addendums directly, if issued.

Proponents/bidders who **do not** complete and submit the Registration Form are solely responsible for monitoring and obtaining any addendums themselves. The Municipality of Red Lake is not responsible for informing unregistered proponents/bidders.

All issued addendums will form part of the official proposal document and must be submitted with the originally distributed proposal package.

Please return the completed form **by email to** procurement@redlake.ca.

Project Name	
Closing Date	
Company Name	
Principle Contact	
Address	
Address (Line 2)	
City and Province	
Postal Code	
Telephone	()
Facsimile	()
Email address	
Date:	

APPENDIX B – SUBMISSION FORM



Procurement Title:

Procurement Number:

Closing Date and Time:

Respondent Information

Please fill out the following form, naming one (1) person to be the respondent's contact for the RFQ process and for any clarifications that may be necessary.

Legal Name of Respondent	
Operating Name (if different)	
Mailing Address	
Phone Number	
Email Address	
HST Number (if applicable)	
Authorized Contact Name & Title	

Signature

By signing below, I confirm that I am an authorized signing officer of the Respondent, and that this quotation is submitted in response to the RFQ on a non-binding basis.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX C – STATEMENT OF UNDERSTANDING AND DECLARATION



I am the _____ (insert title) of the Respondent and hereby make the following declarations on behalf of the organization:

1. Acknowledgment of Non-Binding Procurement Process

The Respondent acknowledges that this RFQ process is not a formal, legally binding bidding process and does not give rise to a Contract A bidding contract.

No legal relationship or obligation regarding the procurement of any goods or services will be created between the Municipality and the Respondent unless and until a written agreement is executed.

2. Non-Binding Pricing

The Respondent has submitted its pricing in accordance with the RFQ, including Appendix E (Pricing).

The Respondent confirms that all pricing information is accurate and complete and acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, may impact acceptance of the quotation or future eligibility.

3. Ability to Provide Deliverables

The Respondent has carefully reviewed the RFQ documents and has a clear and comprehensive understanding of the Deliverables.

The Respondent confirms that it has the necessary experience, capability, and resources to provide the Deliverables in accordance with the RFQ requirements.

4. No Prohibited Conduct

The Respondent declares that it has not engaged in any conduct prohibited by this RFQ, including collusion, bid-rigging, price-fixing, bribery, or other unethical or illegal activities.

5. Conflict of Interest Declaration

The Respondent has reviewed the Conflict of Interest requirements in Section 3.4.1 of the RFQ and confirms:

☐ No actual or potential Conflict of Interest exists

☐ A Conflict of Interest does exist – please complete and submit Appendix D – Conflict of Interest Declaration Form

6. Disclosure of Information

The Respondent agrees that any information provided in this quotation, even if identified as confidential, may be disclosed where required by law or by order of a court or tribunal.

The Respondent consents to the confidential disclosure of this quotation to the Municipality's advisers retained to assist with the RFQ process, including evaluation.

Signature

By signing below, I confirm that I am an authorized to submit this quotation on behalf of the Respondent and to make the declarations set out in this Appendix. I understand this submission is non-binding and that non contractual relationship is created until a written agreement is executed.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX D – ACKNOWLEDGEMENT OF ADDENDA



☐ We confirm that we submitted the Registration Form (Appendix A) prior to quoting, or otherwise ensured we were included on the addenda distribution list.

We acknowledge that we have reviewed all addenda issued as referenced in Section 3 of the Request for Quotation. The contents of all addenda are incorporated into our quotation and will be considered part of any resulting contract, if awarded.

☐ Addendum No. _____ ☐ Addendum No. _____ ☐ Addendum No. _____

☐ Addendum No. _____ ☐ Addendum No. _____ ☐ Addendum No. _____

☐ No Addenda Issued

Signature

By signing below, I confirm that I am authorized to make this declaration on behalf of the Respondent.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX E – PRICING

1. Instructions on How to Provide Pricing

- 1.1. All pricing must be provided in Canadian funds and must include all applicable duties and taxes, except for HST, which should be itemized separately. Prices must be all-inclusive, covering labour, materials, travel, transportation, insurance, delivery, installation, pre-delivery inspection, and any other overhead costs.
- 1.2. Respondents must follow the pricing format specified in the RFQ by either reproducing and completing the required pricing table or submitting the attached pricing form as directed. The Municipality requires that all pricing for goods follow the Incoterm specified below. If no Incoterm is stated, the default shall be DDP Red Lake, ON (Delivered Duty Paid). Any deviations from this must be clearly identified in the submission and may affect evaluation.
- 1.3. The successful respondent must ensure that all goods are delivered within the timeline specified in the RFQ. If no specific timeline is provided, respondents must include an estimate lead time with their submission. The Municipality reserves the right to reject a quotation if delivery exceeds an acceptable timeframe.

2. Evaluation of Pricing

Pricing will be evaluated based on the lowest total lump sum price for completion of all survey work and deliverables described in Section 4.1 of the RFQ (the Deliverables).

The total evaluated price will be the sum of all fixed pricing submitted for each of the six (6) project locations. Unit rates or hourly pricing will not be evaluated separately unless required for additional services during contract negotiation.

While pricing is a major factor, the Municipality reserves the right to consider overall value, compliance with mandatory requirements, and respondent qualifications when making an award decision.

See next page

3. Required Pricing Information

Location	Fixed Price (excluding HST)	HST	Total Price (including HST)	Expected Time to Complete (Days)
Harry's Corners				
Kanawenim Drive				
Opichii Street				
Laneway between Fifth and Sixth Street, Balmertown				
1 Campbell Drive				
17 Williams				
Total				

*Selection will be subject to the Municipality's reserved rights outlined in Section 3.26 and will depend on available budget, Council approval (if applicable), and Municipal priorities.

[End of Appendix E]

APPENDIX F – CONFLICT OF INTEREST DECLARATION FORM



Only required if a conflict of interest has been identified in Appendix B.

Details of Conflict

Please provide a detailed explanation of the actual or potential conflict of interest, including:

- Names of individuals involved
- Relationship to The Corporation of the Municipality of Red Lake
- Nature of the conflict
- Mitigation measures proposed (if any)

If additional space is required, please attach a separate page clearly referencing this appendix.

Signature

By signing below, I confirm the accuracy of the information provided above.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX G – SUBCONTRACTOR DISCLOSURE FORM



Project Name	
Project Number (if applicable)	
Name of Bidding Contractor	
Contact Name	
Email Address	
Date	

FIRM NAME	DOLLAR AMOUNT
CATEGORY OF WORK	

FIRM NAME	DOLLAR AMOUNT
CATEGORY OF WORK	

FIRM NAME	DOLLAR AMOUNT
CATEGORY OF WORK	

FIRM NAME	DOLLAR AMOUNT
CATEGORY OF WORK	

APPENDIX H – SUBMISSION CHECKLIST

- ☐ Cover Page / Submission Label (Appendix I)
- ☐ Submission Form (Appendix B)
- ☐ Acknowledgement of Addenda Form (Appendix C)
- ☐ Statement of Understanding and Declaration Form (Appendix D)
- ☐ **Pricing (Appendix E)**
- ☐ **Technical Submission addressing all non-monetary requirements**
- ☐ Conflict of Interest Form (Appendix F) – if applicable
- ☐ Subcontractor Disclosure Form (Appendix G) – if applicable

APPENDIX I – COVER PAGE / SUBMISSION LABEL

COMPANY NAME:

Telephone:

The Corporation of the Municipality of Red Lake

P.O. Box 1000

2 Fifth St

Balmertown, ON

P0V 1C0

RFQ – PROFESSIONAL LAND SURVEYING SERVICES

MUNICIPAL USE ONLY:

RECEIVED BY:

DATE STAMPED:

APPENDIX J – SITE LOCATION MAP OF HARRY’S CORNER

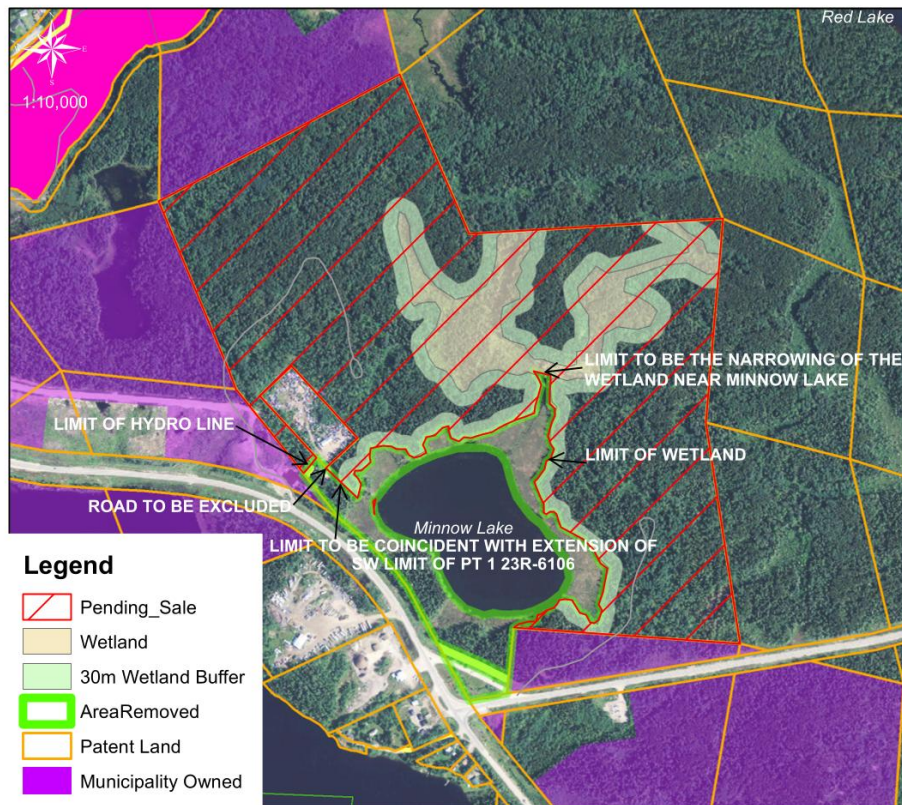
Ministry of Natural Resources and Forestry
Red Lake- Sioux Lookout District

File: Red Lake Disposition

GENERAL LOCATION PLAN



DETAIL PLAN



Legend

- Pending_Sale
- Wetland
- 30m Wetland Buffer
- AreaRemoved
- Patent Land
- Municipality Owned

PRIVATE USE ☐ COMMERCIAL USE ☒ SPECIAL USE ☐

LAKE LEVEL CONTROLLED BY DAM YES ☐ NO ☒

SKETCH BY : C. Paton

DATE OF SKETCH: August 31, 2023

NAME OF APPLICANT: Municipality of Red Lake

This map is illustrative only. Do not rely on it as being a precise indicator of routes, location of features, nor as a guide to navigation.

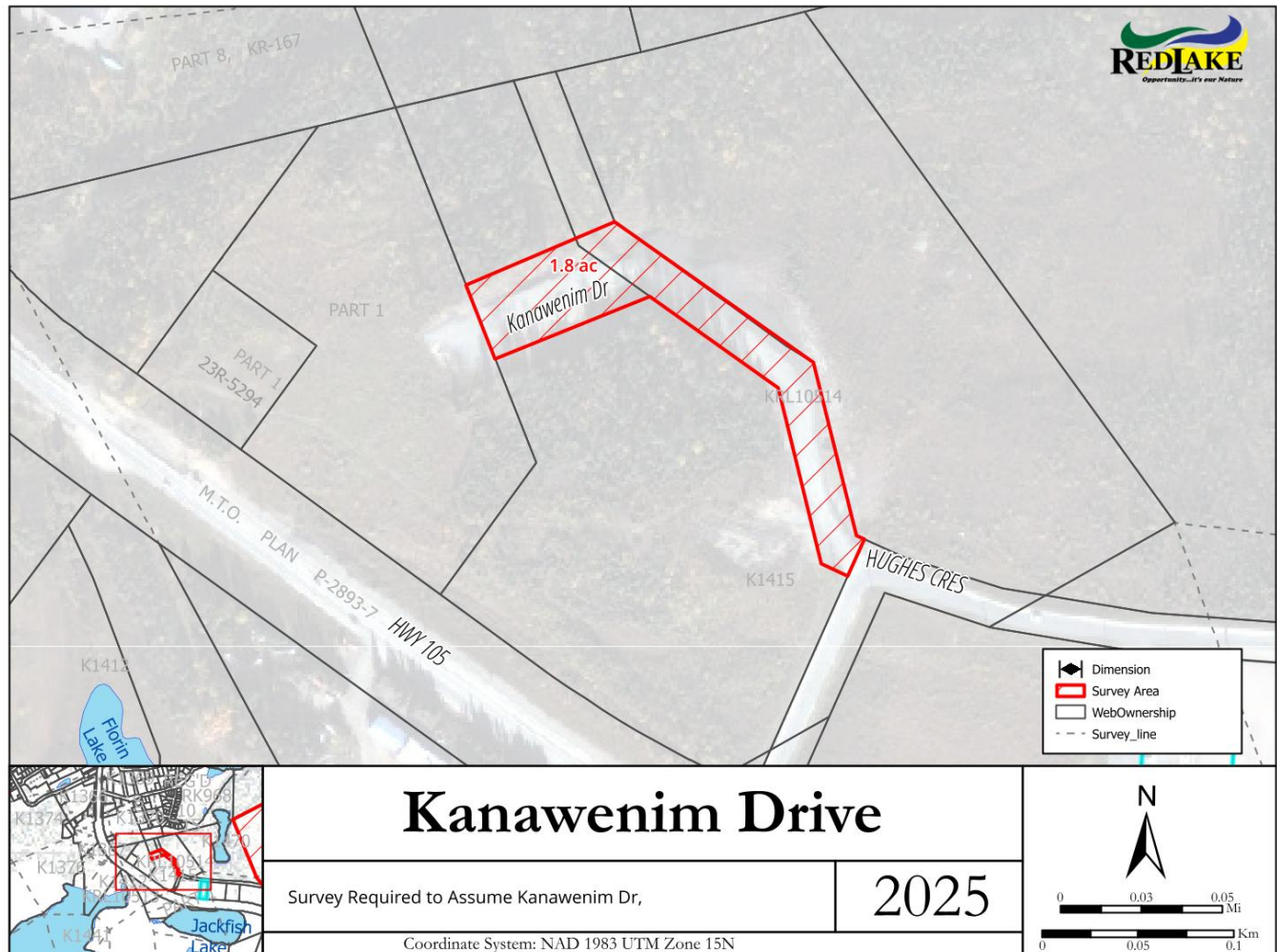
Source of Data: The data on represented on the map has been derived using the Land Information Ontario (LIO) database and data provided by the proponent.

UTM, NAD 1983, Zone 15

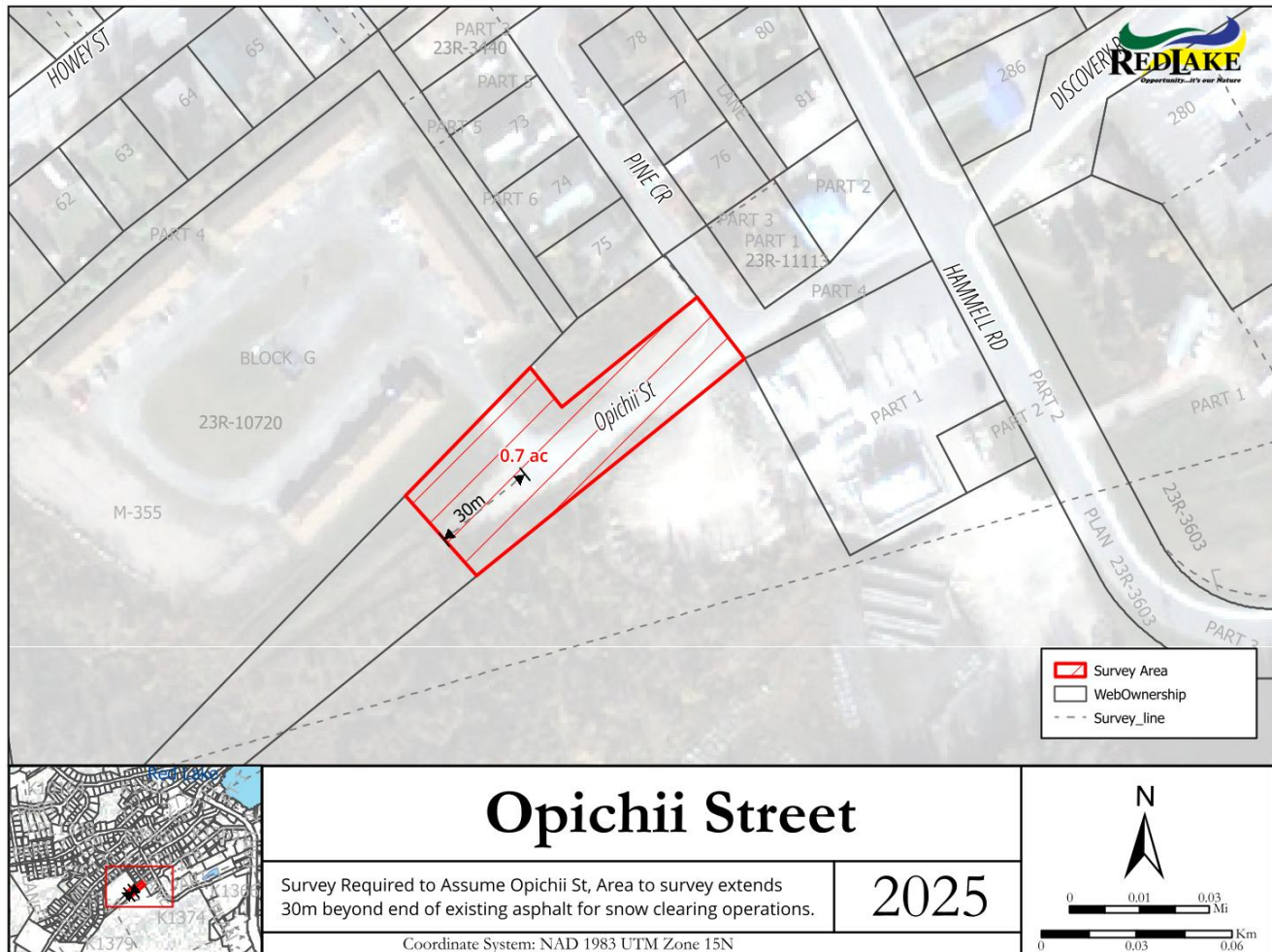
©King's Printer for Ontario, 2023
Printer in Ontario, Canada

Published August 4, 2023 clip

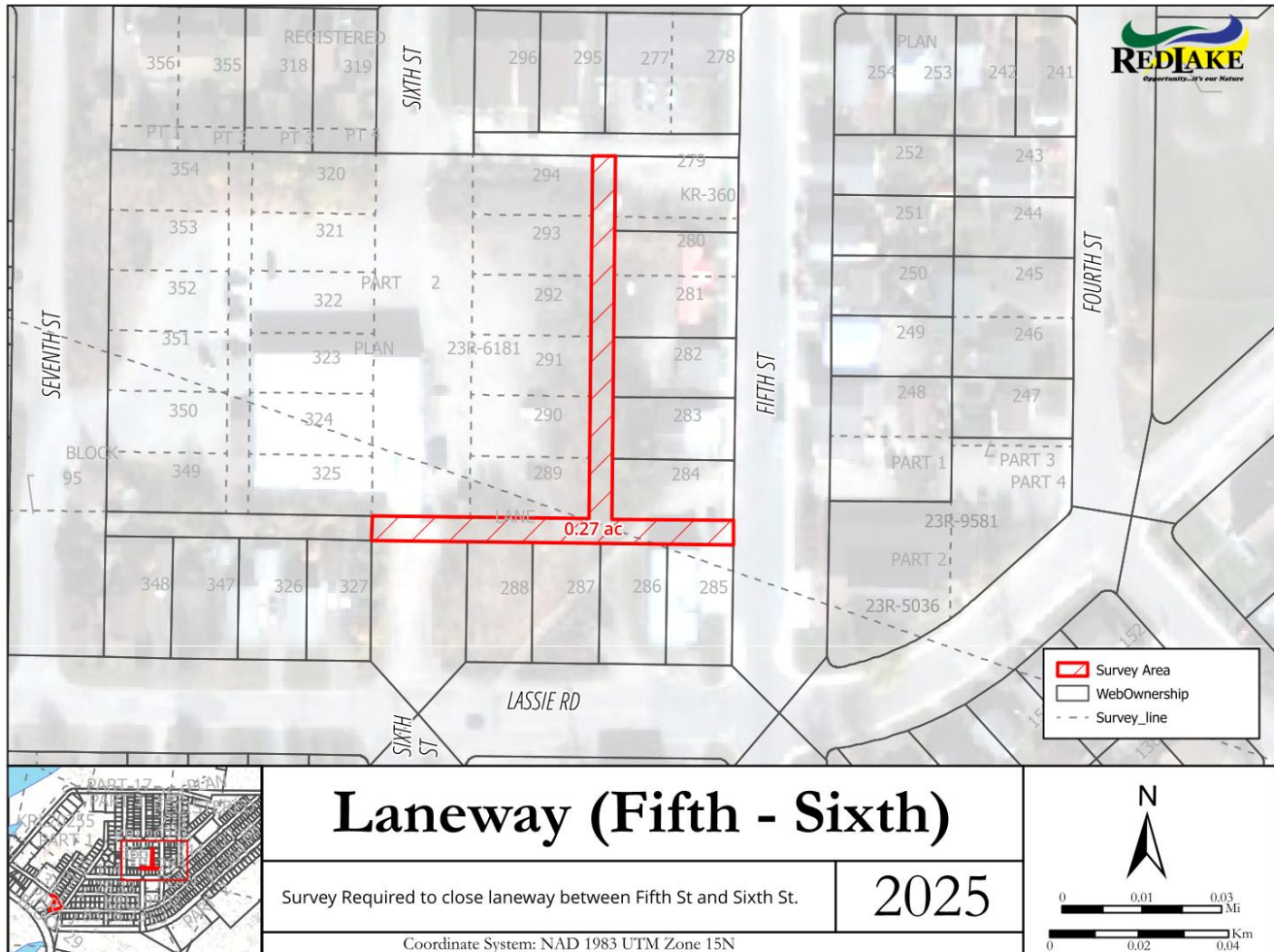
APPENDIX K – SITE LOCATION MAP OF KANAWENIM DRIVE



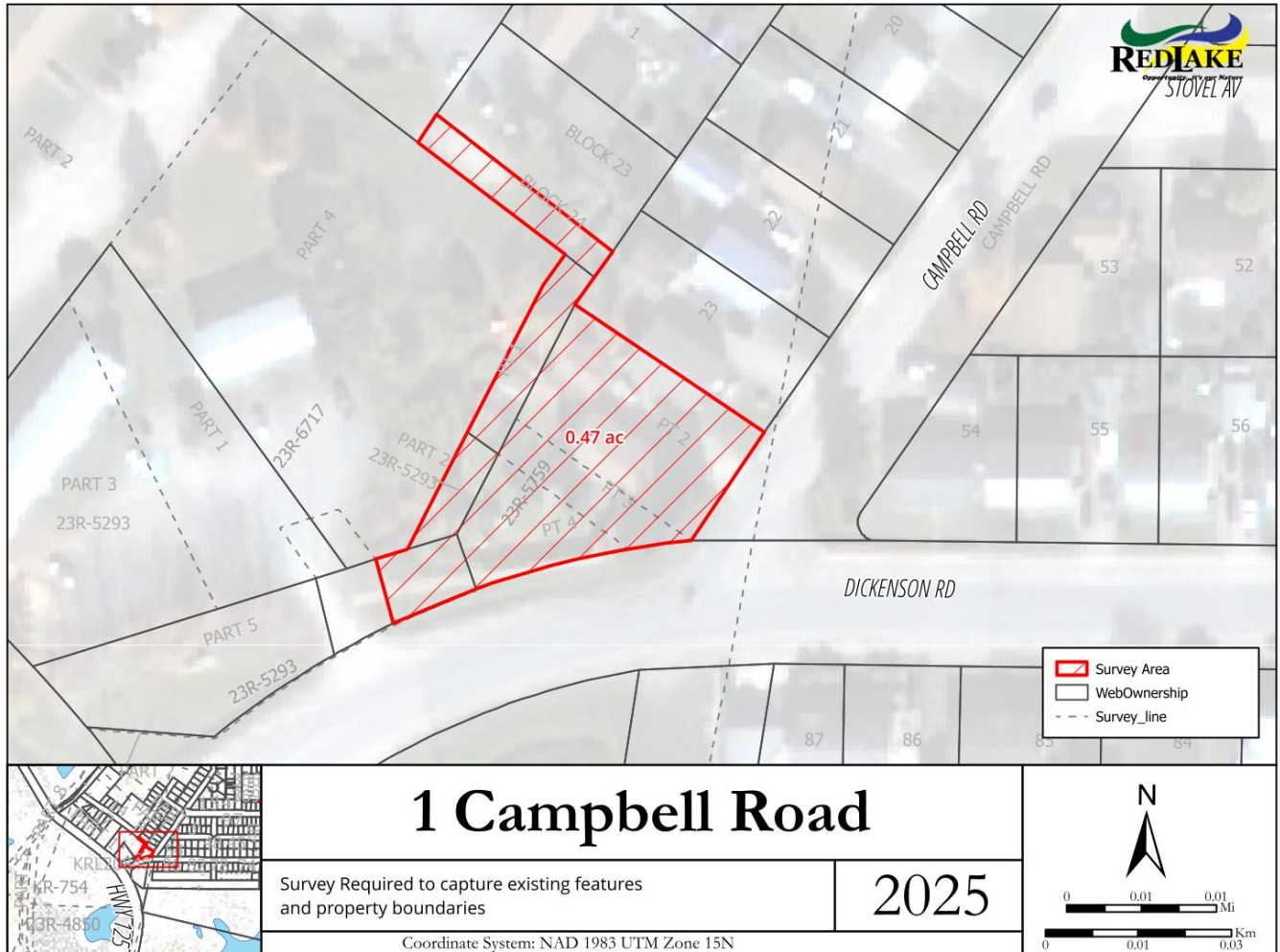
APPENDIX L – OPICHII STREET



APPENDIX M – LANEWAY BETWEEN FIFTH AND SIXTH STREET, BALMERTOWN



APPENDIX N – 1 CAMPBELL DRIVE



APPENDIX O – 17 WILLIAM ST

