



Date: November 28, 2017

To: All Bidders

Subject: RFP #2017-01

**Request For Proposal For Consulting Services For the Development of a Corporate Strategic Plan and Economic Development Strategy.**

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The Town of Blind River (Client) is seeking bids from qualified consultants ('proponents') to develop a Corporate Strategic Plan and Economic Development Strategy to determine strategic priorities and to identify economic development goals, opportunities, strategies, and implementation plans to build the Blind River economy.

Attached is a Request For Proposal (RFP) that must be submitted to the Corporation of the Town of Blind River at Box 640, 11 Hudson Street, Blind River Ontario P0R 1B0 **NO LATER THAN 3:00 p.m. (EST) on December 15 2017.**

Proposals will be reviewed by Council at the January 8, 2018, Regular Meeting. Please be advised that only the names of those proponents who have submitted a proposal will be released at the meeting. Information regarding pricing or contents of the proposal submissions will not be provided as we reserve the right to negotiate with all proponents.

**Communications**

All communications (including clarifications required from a technical perspective and/or from a purchasing perspective) between the client and prospective vendors **MUST BE** in written format via email or fax. To facilitate comprehensive responses, proponents are encouraged to email their questions as soon as possible to the designated representative for the client as follows:

Name: Kathryn Scott  
Title: Clerk Administrator  
Address: 11 Hudson Street, Blind River ON P0R 1B0  
Telephone: 705-356-2251 x 213  
Fax: 705-356-7343  
Email: Katie.Scott@blindriver.ca

**Contact with the Client regarding this proposal shall be via designated representatives ONLY.**

The deadline for questions is 3:00 p.m. on December 8, 2017. No verbal instructions or verbal information to proponents will be binding on the client.

**Request For Proposal For Consulting Services For the Development of a Corporate Strategic Plan and Economic Development Strategy**

**Corporation of the Town of Blind River**

**INSTRUCTIONS TO PROPONENTS**

**SECTION A**

**1. Addenda**

Proponents may, during the proposal period, be advised by addenda of required additions to, deletions from or alterations in the requirements of the Request for Proposal Documents. A copy of all addenda shall be either hand delivered, or sent by courier, electronic correspondence, or fax, to each prospective proponent who has obtained Request for Proposal Documents.

*Addenda will be issued under the following circumstances:*

- a. Interpretation of RFP documents as a result of queries from prospective proponents;
- b. Revision, deletions, additions or substitutions of any portion of RFP documents.

All such changes as addressed in the addenda shall become an integral part of the RFP documents and shall be allowed for in arriving at the proposal price.

**Addendums which have financial implications and have not been acknowledged on the Proposal Bid Form will be automatically rejected.**

Oral instructions shall not be considered valid unless they are confirmed in writing by the official representative of the client herein named.

**2. Copies of Proposal**

Proponents are requested to provide: two (2) complete copies of their proposal, (including the Proposal Bid Form), designating one (1) complete copy as the 'original'. Proponents are also required to clearly label the 'original' as the 'original' on the front cover of their proposal. An electronic copy of the proposal in PDF format should also be sent via email or USB.

**3. Proposal Bid Form**

The proposal bid form provided with this RFP must be used or your proposal will be rejected.

Alteration of the bid form template is strictly prohibited.

Please ensure your Proposal Bid Form is secured inside the front of your "original" RFP. Copies of the Proposal Bid Form are also to be secured inside the front of the additional copies that are required to be submitted.

**4. Acceptance of Terms**

Each proponent, by submitting a proposal, represents that the proponent has read, understands and accepts the instructions of the Request for Proposal in full.

**5. Stages of Proposal Evaluation**

Client representatives will conduct the Evaluation of Proposals as follows:

- a. An initial review to determine which Proposals meet the requirements. Proposals which do not comply with the client's minimum requirements may be disqualified.
- b. Scoring of each qualified proposal on the basis of the rated criteria noted in Section B Part 10 of the RFP. The highest scored proposal will be selected. At the discretion of the client, up to three (3) short-listed proponents may be invited to participate in a teleconference to discuss the details of their bid before the preferred vendor is selected.

## **6. Local Partnerships**

The client welcomes out of town proponents to seek local partner(s) where local expertise exists.

## **7. Negotiations and Review of Offers**

Discussions may be conducted with proponents for the purpose of clarification of their proposals to assure full understanding of and responsiveness to the solicitation requirement. All proposals will be evaluated using the evaluation grid criteria noted in Section B Part 10 unless the proposal does not meet the minimum requirements and are therefore not short listed. Once the evaluation committee has reviewed the initial proposal submissions, the evaluation committee will recommend an award to a specific firm, if clear cut superiority of an offer is obvious. The Client reserves the right to request a best and final offer from only those proponents meeting the full requirements of the Client or from the short list developed by the evaluation committee. All information will be kept under strict security until after an award recommendation has been made. All discussions and negotiations must be coordinated through and only through the specified contact for this RFP.

## **8. Legal Agreement**

The successful proponent will be required to enter into and execute a legal agreement with the Client.

## **9. Conflict of Interest**

All firms are required to disclose to the Client any potential Conflict of Interest, may it be pecuniary or otherwise. If a conflict of interest does exist with the potential successful proponent, the Client may, at its discretion, refrain from awarding the project to the proponent.

The proponent covenants that it presently has no interests and it shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder. The proponent further covenants that in the performance of this contract no person having such known interest shall be employed.

## **10. Costs Incurred by Proponents**

All expenses involved with the preparation and submission of Proposals, or any work performed in connection therewith shall be borne by the proponent. No payment will be made for any Proposals received or for any other effort required or made by the proponent prior to commencement of work as defined by the Proposal approved by the Client.

## **11. Proposal Expiry Date**

Proponents hereby acknowledge that offers contained within their Proposals shall be irrevocable for a period of ninety (90) days from the closing date of the RFP or until a contract is signed with the successful proponent, whichever comes first.

## **12. Indemnification**

The successful proponent shall indemnify and hold harmless the client, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Client and against all loss, liability, judgments, claims, suits, demands or expenses which the Client may sustain, suffer or be put to resulting from or arising out of the successful proponent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the successful proponent, its agent, officials and employees.

## **13. General Commercial Liability Insurance**

The successful proponent will be responsible for submitting a copy of a General Commercial Liability Insurance Certificate naming the Town of Blind River for this project in the amount of \$2 Million. This policy must not contain a limitation, exclusion or restriction that would otherwise limit coverage for loss caused by failure to perform and should name the Town of Blind River as the insured.

## **14. Professional Liability Insurance**

The successful proponent will be responsible for submitting a copy of a Professional Liability Insurance Certificate naming the Town of Blind River for this project in the amount of \$2 Million.

## **15. WSIB**

The successful proponent shall submit, prior to commencement of work, or part of a prequalification, a certificate of good standing from the Workers' Safety and Insurance Board of Ontario or independent status.

- a. Please provide the following:
  - i. Workplace Safety & Insurance Board Firm Number
  - ii. Workplace Safety & Insurance Board Account Number
  - iii. a "Clearance Certificate" issued by WSIB indicating that the Bidder's account is in good standing.
- b. The proponent understands and agrees that the provisions of the Occupational Health & Safety Act and Regulations and the client's Health and Safety policies will be strictly adhered to at all times.

## **16. Proponent Characteristics**

The proponent will have the following characteristics: offers services to various firms; reports to the government as a self-employed business (Revenue Canada/HST) or Partnership or Limited Corporation.

## **17. Errors and Omissions**

The Client shall not be held liable for any errors or omissions in any part of this RFP. While the client has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the client, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

## **18. Alternative Proposals**

Proponents may wish to submit one (1) or more proposals representing an alternative to the requirements of the Terms of Reference. Such alternatives are welcome, provided that they comply with the essential requirements set forth in this document and contain adequate justification (including costs) to the alternatives to allow comparison to the base submissions. The evaluation committee will be the sole decision maker on what alternative is acceptable. Proposals that do not comply with the essential requirements are not encouraged and will be rejected. If you are submitting an alternative proposal, attach the alternative to the Proposal Bid Form and submit in one (1) envelope. Do not alter the original Proposal Bid Form provided.

## **19. Acceptance of Proposal**

The proponent agrees that, notwithstanding anything to the contrary in this Request for Proposal that a maximum of ninety (90) days shall be allowed between the date that proposals are opened and the date that a proposal is awarded, cancelled or recalled. The proponent agrees that the client has the right to accept all, any or none of the proposals submitted. The proponent also agrees that the lowest or any proposal not necessarily accepted. Following contract award, the client shall notify the successful proponent that their proposal has been accepted. The formal contract agreement will also be sent to the successful proponent, with instructions on how to properly complete and sign the document. The successful proponent is to be allowed not more than fourteen (14) days from receipt of the document for the execution of the contract document. Failure to execute the contract documents or to provide the necessary guarantees, insurance, etc. within the specified time may result in disqualification and the contract declared null and void at the entire discretion of the client.

## **20. Withdrawal Procedures**

A proponent may request that his or her submitted proposal be withdrawn, up until the closing time for a particular contract. Withdrawals can only be made by proponent wishing to withdraw from a particular RFP and must be done by written request issued to the client and signed by a principal of the proponent requesting withdrawal of the proposal. The client shall, upon receipt of such written request, retrieve the withdrawn proposal and deliver it back unopened to the proponent. The written request letter shall be date stamped and initialed by the client and placed with competing proposals until the official tender opening. The withdrawal of a proposal does not disqualify a proponent from submitting another proposal for the same contract provided that all of the RFP procedures are observed and the new bid is submitted before the official closing date and time and in the manner specified. More than one (1)

proposal being submitted from the same proponent without one or the other being withdrawn prior to the official closing, however, will result in the disqualification of the proponent.

### **21. Invoicing Instructions**

The successful proponent will be required to make reference to the Contract Name on all invoices relating to this proposal. Invoices shall be submitted 'in arrears'.

### **22. Results**

The name of the successful proponent and the accepted price shall be deemed public information following the award of the contract.

### **23. Privilege Clause**

The lowest price of any proposal will not necessarily be accepted and the client reserves the right to:

- a. Reject any and all proposals;
- b. Waive any errors or irregularities in the bidding process or in any proposal;
- c. Rebid the project;
- d. Negotiate with any bidder for a reduced price, or for an increased price to include any alternatives that the bidder may propose;
- e. Reduce the scope of the project, and rebid or negotiate with any bidder regarding the revised project; or
- f. Defer or abandon the project.

### **24. Communications**

All communication must be directed through the specified client contact (as noted in the covering letter) before and after the close of Request for Proposal. This is to ensure that all proponents receive the same answers to all questions and in the case of RFP evaluations, Committee members are not subject to lobbying. Proponents that do not follow this instruction may be subject to disqualification.

## **SECTION B**

### **Request For Proposal For Consulting Services For the Development of a Corporate Strategic Plan and Economic Development Strategy**

#### **Corporation of the Town of Blind River**

### **TERMS OF REFERENCE**

#### **1. Introduction**

The Corporation of the Town of Blind River is issuing a Request for Proposal (“RFP”) to identify qualified strategic planning and economic development consulting firms for the preparation of an Corporate Strategic Plan and Economic Development Plan. The Town seeks a planning and economic development firm that has experience in the preparation and implementation of strategic plans and economic development strategies for rural-based municipalities in Northern Ontario.

The Strategic Plan and Economic Development Strategy will provide a long-term plan for increasing investment in the town, attracting new jobs, and identifying new economic opportunities for the community to undertake. The purpose of this plan will be to help the Town of Blind River continue to be a community where people live, work, and play. A key part of building for the future will be to ensure that there are adequate jobs and investment in the community.

It is expected that the selected firm will prepare a Plan that contains specific strategic priorities and economic development goals, strategies, and performance measures. As well, it is expected that the successful proponent will engage with stakeholders and the general public in order to identify key priorities and preferred approaches for new economic development initiatives.

The Town also requires the Plan and Strategy to contain an Implementation Plan that will outline short-term and long-term actions, as well as the timing, anticipated cost, funding source, and lead or ‘champion’ of each implementation action.

The selected consultant will have demonstrated experience in the preparation of strategic plans and economic development strategies for comparable municipalities, and should have completed assignments focused on business expansion, attraction and retention, entrepreneurship, and tourism-focused initiatives.

The purpose of this RFP is to solicit responses from strategic planning and economic development firms wishing to be considered for this project to plan for the future well-being of the Town of Blind River.

#### **2. Background**

The Town of Blind River is located in the Algoma District on the North Channel of Lake Huron along Trans-Canada Highway 17, approximately 140 km east of Sault Ste. Marie and approximately 165 km west of Sudbury. It is also located in proximity to the Mississauga First Nation.

Blind River has many motels, a museum, a successful 18-hole golf course, and numerous tourist attractions. Tourism occupations and businesses are strong in the area. The presence of trades and transport occupations are strengths for the Town of Blind River. Some of these residents are employed in the forestry sector and are supplying pulp or saw logs to Domtar in Espanola. The Town is also

home to some miners and people with skilled occupations who travel to work in mines and forestry camps in the area and throughout Northern Ontario. Cameco Corporation is the largest local private employer and employs local residents with skills as millwrights, welders, electricians and heavy equipment operators.

Tourism traffic passing through the region on the Trans-Canada Highway provides significant incremental support for the retail sector in the Town of Blind River, particularly in the summer. It brings a continuing flow of travellers year-round who make service or business stops in the region. It also provides access to or is destined for specific tourism attractions and facilities, such as marinas along the North Channel and hotels and lodges that are scattered throughout the region. The Town of Blind River Marina and Huron Pines Golf course are also strong tourist draws to the area.

Blind River's economic history generally followed the same resource based boom and bust cycle as the rest of the North of Huron communities. The town was built up with lumber and uranium mining as the primary industries which slowed down in the 80s and 90s, leading to shrinking populations and revenues for the town. The continued operation of the Cameco refinery and the rise of tourism in the area became a significant portion of the local economy. During the 2000s and 2010s numerous attempts were made to undertake economic development initiatives that have seen varying degrees of success.

### **3. Documents**

The following is a list of relevant documents that should be considered in the creation of the Economic Development Strategy:

- Town of Blind River *Official Plan* (2015)
- Town of Blind River *Strategy for a Sustainable Economy* (DPRA 2013)
- *Growth Plan for Northern Ontario* (Ministry of Municipal Affairs and Housing 2011)
- *Blind River and Area Business Retention and Expansion (BR+E) Study* (Blind River Development Corporation 2006)
- *Blind River Asset Management Plan 2013 – 2022* (Infrastructure Solutions Inc. 2013)
- *A Regional Economic Development Strategy for East Algoma* (East Algoma Community Futures Development Corporation 2007)
- *Northern Communities Investment Readiness Application and Guide 2017-2018* (Ministry of Northern Development and Mines 2017)
- *NWMO Community Profile and Well Being Assessment* (Nuclear Waste Management Organization 2014)

### **4. Budget**

The total cost for the work described in this RFP should not exceed \$40,000 (excluding HST).

It should be noted that funding for this project is contingent on Blind River successfully securing external funding to undertake the work.

As well, the project will be divided into two tranches. The first will be completed in 2017/2018 and will include all tasks described in this RFP, with a \$40,000 budget. The second segment of work will be



focused on implementation of the Plan in 2018/2019, with a potential \$40,000 budget and a scope of work to be determined based on the recommendations of the Strategic Plan and Economic Development Strategy.

The advancement of the second segment will also depend on the receipt of funding.

## **5. Client**

The client for this project is the Corporation of the Town of Blind River. The Proponent will report directly to the Town's Clerk Administrator.

## **6. Key Stakeholders**

- Blind River Town Council
- Blind River Development Corporation (BRDC)
- Blind River and District Chamber of Commerce
- Strategic Plan Steering Committee from previous Economic Development Plan (2013)
- Community residents
- Blind River Youth
- Elliot Lake and North Shore Corporation for Business Development (ELNOS)
- East Algoma Community Futures Development Corporation (EACFDC)
- Mississauga First Nation
- Metis Nation of Ontario

## **7. Scope of Work**

### *Objectives*

1. Prepare a long-term Strategic Plan and economic development strategy for the Town.
2. Create a strategy to support and retain existing businesses and to attract new businesses and industries to the Town.
3. Create a strategy to encourage greater investment in the Town.
4. Engage stakeholders and community members in the development of the Strategy.
5. Create an implementation plan with specific priorities and approaches for new initiatives.

### *Proposed Work Plan*

The submission by proponents should include a detailed work plan that provides an in-depth explanation of how the work is proposed to be completed. The expected phases of work have been defined below and the proponent should delineate a set of actions and activities to complete each phase of work.

The scope of work to be completed for the Strategy should include:

- Establishing a project Steering Committee, with representatives from the Town Council, the Blind River Development Corporation, the Blind River Chamber of Commerce, and other organizations identified by the proponent and client.

- A review and analysis of demographic and socio-economic data, labour force characteristics, and other key economic data;
- An analysis of the strengths, weaknesses, opportunities, and threats (SWOT) facing the Blind River economy;
- Forecasts of key demographic trends and economic factors for the Town and the overall Region;
- Setting strategic priorities that will be developed through engagement with key stakeholders and the public;
- Developing a strategy for business retention and expansion;
- Developing a plan for community improvement funding and support.
- A review of existing and successful business development initiatives in comparable communities;
- Conduct communications and public engagement activities with the local business community, the general public, and/or economic development agencies from the Town or the Region;
- Developing clear guidelines for Council and municipal staff to detail the specific responsibilities and decision-making purview of each in regards to determining priorities and implementation;
- A review of Provincial and Federal programs and grants that could provide support for the proposed economic development initiatives;
- Developing draft implementation timelines and review timelines;
- An initial draft and final version of the Blind River Strategic Plan and Economic Development Strategy.

#### *Phases of work*

#### **Phase A – Project Planning and Desktop and Background Research**

Upon award of contract, the proponent will meet or teleconference with staff from the Town of Blind River in order to refine the proposed work plan tasks and schedule.

A desktop study and background research will be undertaken regarding the economic history, previous economic development plans and initiatives, and the regional economic context of the area. As well, an opportunity scan will be completed in order to review Federal and Provincial programs that could support the proposed economic development initiatives.

#### **Phase B – Stakeholder and Community Engagement**

Stakeholders from the local business community will be engaged in order to better understand the current economic climate as well as to discuss potential directions for new economic development initiatives.

In addition to stakeholder engagement, it is expected that the proponent will engage the wider community in order to discuss goals, ideas for new initiatives, and potential opportunities and challenges for the local economy.

Consultation reports (memo style) should be completed and included as appendixes in the Strategy.

### **Phase C – Develop Draft Strategy**

The proponent will prepare a draft Strategic Plan and Economic Development Strategy to be reviewed by the Town.

Included in the Draft Plan and Strategy should be a specific implementation plan for the recommended strategy, including an estimated cost to implement and recommended funding sources for undertaking the economic development work.

Additional engagement activities with stakeholders may be required in order to provide comment on the Strategy and proposed economic development initiatives.

### **Phase D – Finalize Strategy Document**

The Town's and stakeholder's feedback will be incorporated and the Strategy will be finalized.

## **8. Proposed Project Schedule**

RFP issued	November 28, 2017
Deadline for Proposals	December 15, 2017
Opening of Proposals	January 3, 2018
Recommendation to Council	January 8, 2018
Decision of Council	February 5, 2018
Project Initiation	March 5, 2018
Final Delivery of Strategy	September 17, 2018

## **9. Qualifications**

Proponents responding to this RFP should have the following qualifications (at a minimum):

- Demonstrated understanding of the Strategic Planning process;
- Demonstrated understanding of local business development theory and practice, research methods, implementation methods, and monitoring;
- Demonstrated familiarity with the creation and implementation of economic development strategies and plans;
- Demonstrated experience, competence, and qualifications of the consultant and the participating staff at successfully providing similar services to public entities;
- Understanding of the requested services and appropriateness of the proposed work program;
- Ability to perform the task in a timely manner;
- Three references for comparable project experience from northern or rural communities that had success in attracting and initiating economic development as a result of the consultant's work.

## 10. Evaluation

Proposals received on time will be reviewed and deviations and/or exceptions to the requirements of this RFP will be noted and assessed. The Proposals will be evaluated and scored based on the listed criteria.

CRITERIA		COMPONENTS	POINTS
1.	Overall clarity / understanding of the requirements	<ul style="list-style-type: none"> <li>Proposal is complete, organized and presented in a clear manner according to the Request for Proposal</li> <li>Proposal demonstrates a comprehensive understanding of the project, requirements, and objectives.</li> <li>Proposal includes a clear and appropriate timeline that is broken down by phase, staff resources, and task.</li> </ul>	20
2.	Outline of services to be provided	<ul style="list-style-type: none"> <li>Proposal clearly outlines the approach the consultant proposes to take in achieving the require deliverables, including work plan and engagement strategy.</li> <li>Proposed methodologies for completing tasks are described in detail.</li> <li>Description of consulting and sub-consulting team includes all relevant information, including lead staff, relevant experience, qualifications, and an estimate of the percentage of time each key member will dedicate to this project.</li> <li>The proposal meets all the service requirements of the Request within an appropriate timeframe.</li> </ul>	20
3.	Project cost	<ul style="list-style-type: none"> <li>Full cost of services, including estimated expenses, are provided.</li> <li>Cost is evaluated based on the strength of staff and allocated resources.</li> </ul>	5
4.	Knowledge of creating economic development plans	<ul style="list-style-type: none"> <li>Proponent clearly demonstrates an understanding of creating Economic Development Plans for communities of a similar size and of a similar rural nature.</li> </ul>	25
5.	Value added	<ul style="list-style-type: none"> <li>Suggestions regarding innovative approaches for the work plan and engagement strategy.</li> </ul>	10
6.	Experience with similar projects	<ul style="list-style-type: none"> <li>Identify relevant economic development projects that the Proponent has lead that display an ability to complete the work described in this RFP.</li> <li>Provide contact information for references from municipalities for whom comparable projects have been completed.</li> </ul>	25
<b>TOTAL</b>			<b>100</b>



RFP # 2017-01

**REQUEST FOR PROPOSAL FOR**

Consulting Services for the development of a Corporate Strategic Plan and Economic Development Strategy to identify economic development goals, opportunities, strategies, and implementation plans to build the Blind River economy.

**PROPOSAL BID FORM**

**Request For Proposal for Consulting Services for the development of a Corporate Strategic Plan and Economic Development Strategy to identify economic development goals, opportunities, strategies, and implementation plans to build the Blind River economy.**

PROPOSAL BID FORM

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**1. Total Cost to Complete Project**

*As per the Terms of Reference (Including all expenses)* \$ \_\_\_\_\_

Plus 13% HST \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

Attach a breakdown of your costs (including hourly rates) for your team members and all other costs included in your grand total.

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**2. Addendum Acknowledgement**

Failure to complete this section when addendums have been issued may render your Proposal as non-compliant. **Please ensure you complete this section if an addendum(s) has been issued.** I awarded the contract, the Proponent agrees to complete the work in accordance with the Proposal Specifications, and the following Addenda:

Addendum No. \_\_\_\_, dated \_\_\_\_\_, 2017.      Addendum No. \_\_\_\_, dated \_\_\_\_\_, 2017.

Addendum No. \_\_\_\_, dated \_\_\_\_\_, 2017.      Addendum No. \_\_\_\_, dated \_\_\_\_\_, 2017.

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**The undersigned has read, understands, and acknowledges the Instructions to Proponents and Terms of Reference contained in this RFP document:**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NAME AND POSITION OF PERSON SIGNING:** \_\_\_\_\_

**(Please Print)**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

"I have the authority to bind the Corporation / Company / Partnership"

**Request For Proposal for Consulting Services for the development of a Corporate Strategic Plan and Economic Development Strategy to identify economic development goals, opportunities, strategies, and implementation plans to build the Blind River economy.**

**PROPOSAL BID FORM**

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**3. REFERENCES**

A minimum of three (3) references of similar projects must be included on the following form:

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a) **COMPANY NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CONTACT NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**DATE OF PROJECT:** \_\_\_\_\_  
**DESCRIPTION:** \_\_\_\_\_

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b) **COMPANY NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CONTACT NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**DATE OF PROJECT:** \_\_\_\_\_  
**DESCRIPTION:** \_\_\_\_\_

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c) **COMPANY NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CONTACT NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**DATE OF PROJECT:** \_\_\_\_\_  
**DESCRIPTION:** \_\_\_\_\_

ATTACH THIS LABEL SHEET TO THE FRONT OF YOUR RFP ENVELOPE / PACKAGE SUBMISSION

## ADDRESS LABEL

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Bidders Name: \_\_\_\_\_

Address: \_\_\_\_\_

**REQUEST FOR PROPOSALS**  
**RFP #2017-01**  
**ATTN: Kathryn Scott**  
**Clerk Administrator**  
**Town of Blind River**  
**Box 640, 11 Hudson Street**  
**Blind River, Ontario P0R 1B0**

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**CLIENT USE ONLY:**

Date and time received: \_\_\_\_\_

Receiver Initials: \_\_\_\_\_

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**NOTE: The address label above or a reasonable facsimile must be affixed to the front of your sealed proposal envelope / package submission. Receiver shall not be held responsible for envelopes or packages that are not labelled.**