



45 Lone Pine Road  
Port Severn, ON L0K 1S0

## **Request for Proposal**

### **Design/Build/Install Chamber of Commerce Business Sign**

#### **PROJECT SCOPE**

The proponent is required to design, supply and install a business sign in Port Severn Park located at the northeast corner of the intersection of Lone Pine Road and Muskoka Road 5. The sign will be installed on municipal property. A possible location is in front of the hydro pole to the right of the entrance feature that exists there (with exact location to be determined pending Council's final approval of the successful design tender).

The sign will be 12 feet wide, not including the supports (see concept included below). It will have the Chamber of Commerce logo and website at the top of the sign above the member business signs. It will have space for 15 removable business signs, sixteen inches high by forty-six inches wide. It will require sufficient height to keep visible all business plaques at all times of the year.

The sign will be of a design to complement the existing entrance feature and the park. Possible designs that you might consider, which were presented to the Chamber by local citizens: 1. "piers" for the supports on either side of the sign; 2. instead of piers as its ornamental element, a "roof" design to complement the pavilion in the park; this design would require leveling the ground beneath it, to allow for visitors to access a map on the back of the sign, possibly in a kiosk style to accommodate the map being oriented in the north direction. (The map will be a separate project in 2012.)

Secondary Proposal: We invite the proponent to include a second quote for the production of fifteen signs, which are each sixteen inches high by forty-six inches wide and will be added to the large sign. Each of these signs has their own artwork, relevant to the business-owner and on file with the Chamber of Commerce.

#### **SUBMISSION OF PROPOSAL**

Proponents shall include the required material using the sections as numbered below:

1. Executive Summary
2. Qualifications and References
3. Documentation (Proposal)
4. Pricing schedule
5. Warranty Details
6. Work start date and end date

Proposals will be received until **4:00 pm local time, on Friday, September 23, 2011.**

### **LIMITATION OF DAMAGES**

The proponent waives any claim for loss of profits, overhead expense, liabilities, costs, expenses, loss or damage incurred, sustained or suffered by themselves prior or subsequent to or by reason of the acceptance or the non-acceptance by the Chamber of any proposal or by reason of any delay in the acceptance of a proposal, or matters in respect of the competitive process, except as provided in the proposal. All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the proponent.

### **WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) CERTIFICATION**

The proponent shall submit with the proposal document, a satisfactory clearance certificate from the Workplace Safety and Insurance Board (WSIB) stating that all assessments or compensation payable to the WSIB have been paid.

### **INDEMNIFICATION AND INSURANCE**

The successful proponent will, at all times, indemnify and save harmless the Chamber of Commerce, its Executives and Directors and employee(s), as well as the Municipality of the Township of Georgian Bay, from and against all claims, demands, losses, costs, damages, action, lawsuit or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its employees in connection with the services performed, purportedly performed or required to be performed by the proponent under this proposal call and subsequent contractual agreement.

The proponent will be required to furnish the Chamber of Commerce with proof of Professional Liability Insurance and General Liability Insurance and a WSIB clearance certificate.

### **QUESTIONS AND CLARIFICATIONS**

Questions relating to this proposal must be submitted in writing and may be faxed to the attention of: Marianne Braid at 705-756-4863 or emailed to [info@segbay.ca](mailto:info@segbay.ca)

The Chamber of Commerce reserves the right to revise the dates in the proposal or to cancel this proposal without penalty or cost to the Chamber.

The prices, as proposed, shall include the supply of all labour, equipment and materials required to complete this project to the satisfaction of the Executives of the Southeast Georgian Bay Chamber of Commerce.

Attachments for your review include:

Chamber logo

Draft "pier" concept

Photo of the Park Pavilion, showing its roof design

Photo: entrance feature location at the corner of Lone Pine Road – Muskoka Road 5, Port Severn.