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## 1. PROPOSAL DELIVERY & OPENING

- (a) Proposals made on the forms provided must be submitted in a sealed package, clearly **marked showing the contract number found on the front of the RFP** and throughout the document and must be submitted to the following address to the attention of the following individual **not later than 10:00:00 AM.**, Local Time, on the date shown on the front of the RFT and throughout the document (the “deadline for submission”).

Yves Rousselle C.E.T.  
Supply Manager  
Client Services  
The Corporation of the City of Clarence-Rockland  
1560 Laurier  
Rockland, ON  
K4K1P7

- (b) PROPOSALS are to be deposited in person or by a courier provider in the grey parcel deposit box secured on the east wall of City Hall, located at 1560 Laurier street in Rockland (Wall facing the new Fire Station).



The Manager of Supply and Processes or is designate will be present on site at 10:00:00 AM to confirm the delivery time of the bids received.

This procedure (Managers of Supply and Processes watch synchronized with the municipal server's) will be the official time for the deadline for submission. No other clock or source of time will be recognized when considering the submission date and time of this Requests for Proposals document issued by Purchasing. Proposals must be received not later than 10:00:00 AM on the specified date of closing. Proposals received at 10:00:00 AM, as shown on the managers of Supply and Processes watch will be considered “on time” and will be accepted. Proposals received at 10:00:01 AM. or later, will be considered late and will be rejected.

The Manager of Supply and Processes or is designate in the presence of the Municipal Treasurer or is designate, will collect and open received Proposals.

- (c) Any Proposal received after the deadline for submission will be considered as non-compliant and will be returned unopened. In the event that the Proposal is too large for an envelope, the Proposal shall be **sealed** in a carton clearly marked with the Contract number and description.
- (d) The use of the mail or courier services for delivery of a Proposal will be at the risk of the Contractor. The Proposal must come into the possession of the above-mentioned representative of the City before the deadline for submission or the Proposal will be returned to the Contractor unopened.
- (e) In the event that the Proposal is hand delivered and is received past the deadline for submission, the Proposal envelope will be time stamped and returned unopened to the deliverer immediately.
- (f) In the event that the Proposal is received by a means other than 'in person' and is received past the submission deadline, it will be time stamped and returned unopened by courier.
- (g) **NOTE: Proposal must be submitted in a sealed envelope. Submissions by facsimile or electronic delivery secure site or otherwise, are not acceptable.**
- (h) The onus unequivocally remains with the Contractor to ensure that Proposal are delivered to Purchasing Services, at the address shown in Item 3(a) above by the deadline for submission, in accordance with the submission instructions. Requests for adjustments to submitted Proposal by telephone fax or electronically will not be considered.
- (i) The City shall not be liable for any cost of preparation or presentation of Proposal, and all Proposal and accompanying documents submitted by the Contractor become the property of the City and will not be returned. There will be no payment to Contractors for work related to and materials supplied in the preparation, presentation and evaluation of any Proposal, nor for the Contract negotiations whether they are successful or unsuccessful.
- (j) The City, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Contractor, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the City of any Proposal, or by reason of any delay in the acceptance of any Proposal.