



**This Request for Proposal is
being issued by the Township of South-West Oxford
for:**

Telecommunications Installation (Beachville Service Area)

**Design, Supply, Installation and Operation of fiber
telecommunications
(Beachville Road and Surrounding Areas within the
geographic limits of the Township of South-West Oxford)**

RFP Issue Date: December 9th, 2024

Proposals must be submitted before:

12:00 noon (local time) Thursday, January 30th, 2025

1. Introduction:

The Township of South-West Oxford with a population of 7,644 is one of eight lower-tier municipalities within the County of Oxford. We are located in Southwestern Ontario at the south west side of Oxford County. We are a mainly rural based municipality with small urban populations within the villages of Mount Elgin, Sweaburg, Brownsville, Beachville, Salford, Verschoyle, Culloden and Foldens.

This procurement competition pertains to the geographic area of Beachville and surrounding areas as illustrated on Appendix "A" attached to this document (hereinafter referred to as 'Beachville Service Area').

All submissions shall provide sufficient information to permit the Township to reach an accurate assessment of the quality and quantity of the submission and to evaluate the submitting firm.

2. Scope of Work and Targeted Outcomes:

The Township of South-West Oxford is requesting proposals for the supply, delivery and installation and operation of fiber optic telecommunication services to Beachville and surrounding areas within the limit of the Township of South-West Oxford geographical boundary. The goal of the Township is to expand the availability of Fiber Service into areas of the Township that do not currently have access to this level of service ("Underserved Areas"). Fiber Service refers to internet service that is delivered through fiber-optic cables.

The Township is prepared to award funding to Internet Service Providers ("ISPs") to extend their own fiber infrastructure into underserved areas of the Township as identified in this RFP. The Township acknowledges that it has imperfect knowledge of existing plans and capabilities of local vendors. The Township will remain flexible to the unique financial and geographic characteristics of individual vendors.

The purpose of this RFP is to invite Proponents to prepare and submit a competitive proposal for the design, construction, operation and maintenance of infrastructure that provides Fiber Service to the Beachville Service Area. Under this competitive bid selection process, the Township will identify the highest-scoring Proponent with the purpose of entering into a potential Project Agreement (based on the project requirements outlined below) for the Township to provide funding for the Proponent to design, build, operate and maintain a network in the Beachville Service Area.

The Township will not fund any fiber infrastructure in areas that is considered served, however the Township is not prescribing the geographic footprint of proposal beyond restricting funding to the Beachville Service Area boundary (Appendix 'A').

3. Project Requirements

- 3.1 **Service Coverage:** All existing premises and properties (residential, commercial, industrial, agricultural, and institutional) within the designated service area, as indicated on the provided map(s), must be designed to be capable of receiving fiber optic service. Each premise/property should have the option to select from a variety of internet packages which must include the option to access a minimum service level of 1 Gbps for both download and upload speeds, upon customer request.
- 3.2 **Future Expansion Considerations:** The provider must account for potential future expansions in Beachville, with capacity for at least 40 additional premises located directly east of Loweville Park Ball Field (ROLL: 321101201018801) and at least 30 additional premises in the anticipated Burke development (Vine Street – ROLL: 321101201021300) and additional 15 premises at the corner of East Hill Line and Beachville Road (ROLL: 321101201012500).
- 3.3 **Service for Additional Premises:** The provider should be prepared to extend service to any new premises, including vacant or infill lots, added within the next five years, in accordance with existing Township executed fiber contracts for the remainder of the Township.
- 3.4 **Burial Requirements:** All fiber optic cabling must be buried in accordance with Township of South-West Oxford Telecommunications Policy, attached as Appendix “B” to this RFP, unless a written exemption is granted by the SWOX Chief Administrative Officer.
- 3.5 **Construction Timeline:** Construction must be completed by December 30th, 2027, unless alternative dates are mutually agreed to between the successful proponent and the Township.
- 3.6 **Construction Method and Restoration:** Construction may utilize drilling or ditching methods on municipally owned lands (in accordance with Township of South-West Oxford Telecommunications Policy), with restoration to be completed to the satisfaction of the respective County or Township, depending on road authority jurisdiction.
- 3.7 **Permitting Responsibilities:** The successful proponent will be responsible for obtaining all necessary permits from the necessary property owners and authority having jurisdiction.
- 3.8 **Performance Bond Requirement:** The successful proponent must provide a performance bond equivalent to the total value of both construction and material costs, payable to the Township of South-West Oxford.

- 3.9 **Township of South-West Oxford Contributions:** Any contributions from the Township will be made proportionately based on the number of kilometers of fiber installed and operational at the time of invoicing.
- 3.10 **Invoicing and Payment Terms:** The Township will be billed quarterly, with 10% of the invoiced amount withheld until project completion meets Township satisfaction. A completion report detailing serviceable premises must accompany each invoice.
- 3.11 **Performance Testing:** The Township of South-West Oxford reserves the right to conduct speed or performance tests on any serviceable premise at the Township's expense, at any time utilizing third party services.
- 3.12 **Pricing Consistency:** The pricing for fees or charges for any internet services provided in the designated area must align with rates for similar services offered in other areas of the Township of South-West Oxford and/or Oxford County by the successful proponent.
- 3.13 **Fiber Installation Requirements:** All fiber optic cabling installed as part of this project must be **glass fiber** (also known as silica fiber). Plastic optical fiber (POF) or any other non-glass fiber alternatives will not be permitted under any circumstances. The use of glass fiber ensures the highest performance, reliability, and longevity of the network infrastructure, and aligns with industry standards for high-speed data transmission. The selected contractor is required to comply fully with this specification and provide glass fiber cabling that meets all applicable standards for performance and durability.

4. Business Specifications:

The proponent must submit their qualifications with designing and installing similar services and provide details of any warranty that may accompany the works.

The Township of South-West Oxford will not be liable nor reimburse any costs incurred in submission, attending meetings, legal services or any other services that may be required in responding to this request for proposal.

The proposal submitted shall remain valid for at least ninety (90) days from the closing date of this request for proposal.

The proponent is responsible for personally studying this request for proposal to satisfy themselves of the conditions and requirements of the proposal to ensure that there is no claim, after submission or proposal submissions, that there is a misunderstanding with respect to the conditions imposed by the request for proposal.

5. Instructions to Proponents:

All questions relating to this Request for Proposal, or other requests for clarification on how to complete a proposal, should be directed in writing (through a letter submitted by fax or email) to:

Mary Ellen Greb, Chief Administrative Officer
Township of South-West Oxford
312915 Dereham Line
Mount Elgin, Ontario N0J 1N0
Telephone: (519) 485-0477 ext. 7025
Fax: (519) 485-2932
Email: cao@swox.org

The deadline for all queries and questions is 12:00 p.m. (local time) Monday, January 27th, 2025.

If required, any addenda issued will be posted on the Township's Bids and Tenders webpage. *I/We acknowledge and agree that any issued Addendum/Addenda forms part of this RFP Document. The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers in the blank space following: _____.*

"Proposal" shall mean this Request for Proposal and all addenda completed and returned in accordance with the instructions detailed in this document. If a potential proponent discovers any inconsistency, discrepancy, ambiguity, error or omission in this Request for Proposal, they must notify the Township as soon as practical in writing. It is the responsibility of the proponent to seek clarification on matters that they consider unclear before submitting a proposal. The Township is not responsible for any misunderstandings related to this Request for Proposal on the part of the proponent.

No verbal interpretations shall be supplied to a proponent as to the meaning of any requirement or clause in the proposal; all requests and replies must be made in writing according to the instructions above. If the Township, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information shall be communicated by addendum only.

No representative of the Township, its employees, agents, or any expert advisor associated with the proposal shall be contacted by a proponent during the preparation of their response to the proposal, except as detailed above. Any attempt to influence the evaluation and selection process may result in immediate disqualification of the proponent. Any attempt to bypass the Request for Proposal process detailed in this document is grounds for rejection of the proponent's submission.

6. Eligibility

As a minimum, all proponents **must** ensure that their firm can satisfy all of the following criteria:

- Have expertise and resources available to address the scope of services required in an expeditious manner within the required timeframes outlined within this proposal.
- Must be able to meet the current Annex H of the CAN/CSA standards and legislation and the AODA and related guidelines.
- Must have in place adequate coverage and be in good standing with the Workers Safety and Insurance Board (Ontario) during the term of provision of all services for this project (submission of WSIB certificate is required from successful proponent).
- Must carry and keep in force and effect public liability Insurance in a form equivalent in terms of coverage to the industry standard of commercial general liability for all services provided to and on behalf of the Corporation of the Township of South-West Oxford and the amount of coverage shall not be less than five million dollars (\$5,000,000) per occurrence and to indemnify and save harmless the Corporation of the Township of South-West Oxford (Section 21).

Organizations that cannot meet these minimum requirements should not be submitting a response to this Request for Proposal.

7. Submission of Proposals

Sealed proposals will be accepted no later than **12:00 P.M. (local time) Thursday, January 30th, 2025.**

The **SEALED** envelope should clearly be marked as follows:

Township of South-West Oxford 312915 Dereham Line, R. R. #1 Mount Elgin, Ontario N0J 1N0 Attention: Mary Ellen Greb, Chief Administrative Officer <i>“Supply and installation of fiber telecommunications within Beachville Service Area”</i>

Emailed proposals will be accepted no later than **12:00 P.M. (local time) Thursday, January 30th, 2025** to cao@swox.org.

Any and all proposals received after the indicated closing date and time will **not** be accepted and will remain unopened.

Receipt of Submissions:

- Proponents are responsible for delivering their proposals in person to the municipal office and as is specified in this document. Proponents are responsible for confirming receipt of any emailed proposal by contacting the municipal office directly at 519-485-0477. **Faxed proposals will not be accepted.**

Withdrawal of Submissions:

- Proponents may withdraw unopened submissions if the request is submitted in writing, signed by an authorized representative, before the closing date and time. If multiple proposals are received under the same name without a withdrawal notice, the latest submission will be considered the intended proposal.

Proposals that do not comply with the instructions and requirements outlined in this document may be disqualified. Proposals that are incomplete, conditional, unclear, or unqualified may be rejected.

Your signed proposal submission shall be taken as your statement that you understand and agree to comply with all the requirements and conditions outlined in the proposal documents. Your signed proposal submission confirms that you have checked and verified the pricing submitted and that you have not omitted any items from the proposal and will be bound by law to supply the services as specified and the prices you have proposed.

The Township of South-West Oxford is **NOT** obligated to accept the lowest price, highest graded or any proposal submitted in response to this RFP.

8. Proposal/Proponent Requirements and Qualifications:

To allow for a proper review and evaluation of each proposal, each proposal submission should include, as a minimum, the following information:

Firm's Technical Qualifications:

- Provide a profile of the firm, including the office involved in the installation of the telecommunications service.
- Include contact names and details from municipal clients who can serve as references.
- Estimate the number of hours/weeks needed for installation.
- Detail the firm's experience with municipal clients regarding installation of telecommunications service.

Personnel Technical Qualifications:

- Highlight any specialized skills, training, or relevant backgrounds of the assigned staff.

Contact Information:

- Proposal must provide the Township with the name, position, address, phone number, fax number (if applicable) and email address of the designated contact person for follow-up inquiries.

Timeline:

- Proposals should include an estimated timeline for the different stages of completion throughout the term of the project.

Pricing:

- All prices should be in Canadian funds and quoted separately for each item as required in the bid form.
- Prices must remain firm throughout the duration of the term of the agreement.
- The proposal price should include all incidental fees and charges.
- Applicable taxes should be included but listed separately as required in the bid form.
- Any unspecified extra charges will not be covered.

Attachments:

- Details on any existing services;
- Warranty Information;
- Design sketches;
- Detail sketches;
- Project map.

9. Waiver

The Township is not responsible for any errors or omissions in this proposal or related documents. It makes no guarantees regarding the accuracy or completeness of this information. Proponents should seek their own financial, legal, and technical advice regarding this proposal.

10. Freedom of Information

All information supplied to the Township becomes its property and is subject to the Municipal Freedom of Information and Protection of Privacy Act. The names and

contact information of proponents, along with total proposal amounts, may be made public. Proponents must identify any confidential information in their proposals.

11. No Collusion

Proponents must not discuss or communicate with other proponents regarding their proposals. Each submission must be independent and free of any collusion or fraud.

12. Conflict of Interest

Proponents must disclose any conflicts of interest related to other work or clients concerning the Township in their proposals.

13. Legal Claims

The Township may reject any proposal if the proponent or its officers are involved in legal proceedings against the Township, which include criminal prosecutions for by-law enforcement and civil proceedings involving claims against the Township. Proponents may be asked to prove compliance with relevant authorities overseeing their activities related to this proposal.

14. Misunderstandings and Disputes

In cases of misunderstandings, only written evidence will be considered. No claims can be made without such documentation.

15. Cancellation

Failure to meet the terms of this proposal may lead to cancellation of the award, allowing the Township to re-award the contract or issue a new request for proposal.

16. Default

If the successful proponent fails to complete the work satisfactorily, the Township may halt the project, seek new proposals, or complete the work by other means.

17. Indemnification

The proponent agrees to indemnify the Township against any claims, losses, or damages resulting from the proponent's failure to perform services with reasonable care. This includes any claims regarding intellectual property rights related to the proponent's work.

18. Claims and Costs

All costs incurred by proponents for submitting proposals or negotiating will be their responsibility. The Township will not compensate proponents for any expenses or

delays in the review process. By submitting a proposal, proponents waive any claims for compensation.

19. Non-Assignment

The successful proponent cannot transfer or assign their engagement without written consent from the Township.

20. Ownership of Submitted Material

By responding to this request for proposal, proponents release all rights to their proposals, which become the property of the Township upon acceptance.

21. Insurance

The successful proponent must maintain Comprehensive General Liability Insurance and Automobile Liability Insurance covering vehicles used in any manner in connection with the performance of this agreement for not less than \$5,000,000 per occurrence. They must also carry Professional Liability Insurance of at least \$2,000,000.

The Commercial General Liability policy shall contain:

- (i) the Corporation of the Township of South-West Oxford as additional insured with respect to liability arising in the course of, or in connection with, work performed under the contract;
- (ii) cross-liability and severability of interest clause;
- (iii) non-owned auto coverage;
- (iv) contractual liability (both oral and written); and,
- (v) thirty (30) days' written notice of cancellation, termination or material change.

Policies should not be altered or canceled without 30 days' written notice to the Township. Proponents must provide details of their insurance coverage in their proposals. The proponent must also hold a current WSIB certificate throughout the project.

22. Health & Safety

Upon successfully obtaining the bid; completion of the Township of South-West Oxford's Health & Safety Procedure #25 – "Contractor's Responsibilities & Duties – Tendered" is required (available on Township website www.swox.org – Bids and Tenders)

23. Township Purchasing Policy

Please view the Township of South-West Oxford Purchasing Policy available on our website: <https://www.swox.org/township-services/bids-and-tenders/>

24. Performance Evaluation

The Township of South-West Oxford reserves the right to inspect and test the entire fiber telecommunications network at any stage during the installation process, as well as upon completion. This includes, but is not limited to, the right to perform end-to-end testing to verify that the network meets the specifications, standards, and performance requirements set out in this RFP. The Contractor shall provide full access to all equipment, materials, and facilities necessary for such inspections and testing. The Township's inspectors may include Township staff or third-party contractors designated by the Township. The Contractor is required to cooperate fully with these inspections and tests and promptly address any issues identified to the Township's satisfaction before final acceptance of the network.

25. Evaluation of proposals and Award

All proposals submitted in response to this RFP will be reviewed and evaluated by the SWOX Broadband Internet Committee. Based on the evaluation, a recommendation will be made to the Council by the Chief Administrative Officer (CAO). The Township reserves the right to consult with a third-party expert or consultant if additional expertise is required during the evaluation process. The Township may, at its sole discretion, seek external consultation to ensure the most qualified proposal is selected in alignment with the project's objectives.

All completed evaluations will be discussed with and approved by the Township's Chief Administrative Officer prior to the preparation of a report to Council outlining the results and including a recommendation to Council of the preferred proponent. In evaluating each proposal, the following criteria, which are not in any particular order, will be used to score and rank the proposals:

- Technical qualifications and expertise of the bidding firm;
- Technical qualifications and expertise of the personnel assigned to the project;
- Project schedule and proposed timeline;
- Past performance and experience with municipalities in Ontario in providing similar services;
- Fees and costs to the municipality and relative value for money of the overall proposal;
- Quality and completeness of proposal document;

The municipality reserves the right to utilize third party expertise to assist in the evaluation of the proposals received, in confidence.

The Council of the Township of South-West Oxford will make the final decision on the award of the contract based on a recommendation from the Township's Chief Administrative Officer.

The proponent's proposal is irrevocable and open for acceptance by the Township for a period of ninety (90) calendar days after the closing date and time of this Request for Proposal. The Township may at any time within the above ninety (90) day period accept a proponent's proposal whether or not any other proposal has been previously accepted.

Bid Form:

I/We have reviewed the entire Request for Proposal Document and hereby offer to provide goods and/or services for the following amounts of money in exchange for the right to enact the requirements of the proposal.

For the provision of the design, supply and installation of fiber telecommunication services within Beachville and Surrounding Areas (Beachville Service Area). **The Township estimates that there is approximately 593 with the potential for additional premises in the future.**

For design, supply, installation of...	Please detail.
Approximate Number of premises served:	
Approximate Number of kms of Fiber Optic Service Installed:	
Anticipated date of commencement of the works:	
Anticipated completion date:	
Anticipated monthly service customer cost per premises:	
Specify	
Specify	
Subtotal of Project:	
HST	
Total Cost Including HST	

Attachments: Details on any existing services, warranty information, design, detail sketches, projected map of service installation.

Proposed install time frame: _____

Registered Business Name: _____

Business Address: _____

City/Prov.: _____ Postal Code: _____

Contact Name: _____ Telephone Number: _____

Fax Number: _____ E-mail Address: _____

Proponent's Declaration:

I/We _____
(Name, Title/Position)

Declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the Contract proposed to be undertaken.

Further declare that this proposal is made without any connection, knowledge, of or arrangements with any other company, firm or person making a proposal for the same work and is in all respect fair and without collusion or fraud.

Further declare that no Township of South-West Oxford employee, or Member of Township Council and their families is, or will become interested directly as a contracting party or otherwise or in the performance of the Contract or in supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

Further declare that I/We have examined the Request for Proposals and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight duty exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual services to be provided through this proposal.

1. I/We have reviewed all terms & conditions of all forms included as part of this bid.

Signature of Authorized Signing Officer

Date

2. I/We have read and understand all of the terms & conditions of the formats included as part of this bid package.

Signature of Authorized Signing Officer

Date

3. I/We understand that if our bid is successful, all requirements of the successful proponent as outlined in this bid document will be completed by the time and in the format required.

Signature of Authorized Signing Officer

Date

Proponent Qualifications Form (References):

The proponent submitting the proposal must provide completed contracts which are similar in scope to the present proposal:

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

Pursuant to Section 29 (1) of the Municipal Freedom of Information and Protection of Privacy Act, as amended, and Section 39 (1) of the Freedom of Information and Protection of Privacy Act, as amended, I authorize the Township of South-West Oxford to contact the person or company listed for purpose of obtaining reference information.

Signature of Authorized Signing Officer

Date