REQUEST FOR PROPOSAL 51/2017

PROVISION OF CORPORATE PHYSICIAN SERVICES

For The Corporation of the City of Thunder Bay
-- Human Resources & Corporate Safety Division --

Proposal Closing Date and Time
Thursday, October 19, 2017
at 4:00 p.m., local time

Proposals are to be Delivered to:
City of Thunder Bay
Supply Management
Victoriaville Civic Centre (main floor)
111 Syndicate Avenue South
Thunder Bay, ON P7E 6S4
INFORMATION TO BIDDERS

Definitions

Proponents(s)/Bidder(s)/Contractor(s): means all persons, partnerships or corporations who respond to this RFP and includes their heirs, successors, and permitted assigns.

City/Owner: means The Corporation of the City of Thunder Bay

Contract: means the agreement to be entered into between the Successful Bidder and the City with respect to the supply of the Goods and/or Services. It shall be based upon this RFP, with any agreed upon amendments, and shall include any plans and specifications and will be held to cover the supply of any and all work, labour, implements and materials that could be reasonably required to properly and satisfactorily supply the Goods or Services.

Contract Administrator: means the person, partnership, or Corporation designated by the Owner to be the Owner’s representative for the purposes of this contract.

Request for Proposal: means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by the City, including any addenda or amendments made to it after initial issue.

May: Used in this document denotes permissive.

Must/Shall/Will: Used in this document denotes imperative.

Successful Bidder/Proponent/Contractor: means the Proponent/Contractor/Bidder whose RFP submission is/are accepted and who has/have agreed to supply the Goods and/or Services as outlined herein.

Submission

Proponent to submit, in a sealed package, to the address shown on the cover page:

- one (1) original signed by an authorized representative, prominently marked “Original”
- plus five (5) hard copies, identical to the original, each identified as “Copy”
- plus one (1) electronic copy in PDF format on CD-ROM, memory stick or flash drive, also identical to the original and the hard copies

All submissions are to be clearly marked as to contents with the return label affixed to the outside of the package when provided.

The mandatory submission forms that are required to be completed and included in your submission may not be changed other than inserting the required information.

Submission Format

Hard copy submissions are to be:

- Printed double sided
- Where possible, stapled
- Where too large for stapling, submitted in coil bindings, comb bindings, heat bound or clamped. Binders are not to be used.
**Document Fee**

The City charges a non-refundable fee of **$35.00** (inclusive of taxes) for documents payable by cheque, cash or debit or credit card. If downloaded, the fee is to be included in the submission. The fee is to be submitted in Canadian Funds.

**Closing Date and Time**

Consideration will be given to your proposal if received in the Supply Management Office not later than the date and time shown on the cover page.

The lowest cost proposal will not necessarily be accepted, and the City reserves the right to reject any and all proposals and/or re-issue the RFP in its original or revised form.

Facsimile, e-mail, or telephone proposals will not be accepted.

**Late Submissions**

Submissions received after the deadline will not be considered. The City will assume no responsibility for submissions that do not arrive in the Supply Management Office by the specified closing date and time. Late submissions will be returned unopened to the proponent.

**Submissions in English**

All submissions are to be in English. Any submission received by the City that is not entirely in the English language may be disqualified.

**Grounds for Disqualification of Submission**

The City will disqualify or deem submissions non-compliant for the following reasons, unless otherwise noted in this document:

- Failure to submit documents in accordance with the closing date and time on the cover page or any subsequent addenda.
- Failure to complete, sign and return submittal form provided.
- Failure to comply with any of the mandatory requirements.
- Unauthorized changes to any forms that are required to be completed and included in your submission.

**Litigation**

No bid shall be accepted from any Contractor, its principals, directors or any officer of that firm, or another related person (as determined by the Manager Supply Management, in his or her sole and unreviewable discretion), with whom the City is engaged in unresolved litigation.
Questions/Inquiries

Communications concerning this Request for Proposal are to be in writing and directed to:

Vicki Gagné-Smith (or designate)
Supply Management
Phone: (807) 625-2426 – Fax: (807) 622-0181
E-mail: vgagne-smith@thunderbay.ca

Inquiries must not be directed to other City employees or Elected Officials. Directing inquiries to other than those designated may result in your bid being rejected. The deadline for questions/inquiries will be **Thursday, October 12, 2017 at 12:00 noon, local time.**

All clarification requests are to be sent in writing to the individual mentioned above, and are to reference the RFP number. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all interested parties.

Any and all changes to the Request for Proposal will be issued by the Manager, Supply Management (or designate) in the form of a written addendum.

Acknowledgement of Addenda

If addenda are issued, their receipt is to be acknowledged by the proponent by including them as part of the proposal submission to ensure that all requirements are included in the submission. Failure to include all addenda may result in your submission not being considered. The City will assume no responsibility for oral instructions or suggestions.

Addenda will be provided to all who have registered with the City Supply Management Section. As well, they will be posted on the City’s website for download. [www.thunderbay.ca/supply](http://www.thunderbay.ca/supply). It is the bidder’s responsibility to check the website prior to closing for any issued addenda. The City will assume no responsibility for any addendum not received.

Review of Requirements

All proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification must be made in writing as requested in this RFP. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Supply Management Section as per the terms set out in this Request.

Submissions shall be in accordance with City of Thunder Bay Standard Terms and Conditions for Tenders, Proposals, Contracts and Quotations and the City by-Law Number 113-2011.

For additional information about the City of Thunder Bay and its policies and by-laws visit [www.thunderbay.ca](http://www.thunderbay.ca).
Sustainable Environmental Social Initiatives

The City is committed to a procurement process for Goods and Services that takes into account sustainable, environmental and ethical considerations. Potential partners of the City must respect fundamental human rights and treat their workers fairly and with respect. They are also expected to strive continually towards minimizing the environmental impact of their operations.

References

The submission of a proposal authorizes the City to contact all references provided. Failure to provide references and details of experience may result in this proposal not being considered. City staff, elected officials or City Departments are not to be used as references.

Freedom of Information

All proposals submitted to the City become the property of the City, and as such, are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This will confirm that the City will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access.

Bidder Debriefings

As a courtesy, bidder debriefings will be offered for procurements valued at $60,000 or higher and must be requested within 60 calendar days following the date of the contract award.

Rights Reserved by the City

Proposals will be evaluated from firms or individuals that can demonstrate that they have the necessary staffing, facilities, experience, ability and financial resources to perform the work in a satisfactory manner. Proven track record must be demonstrated.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal and in any contract between the City and the firm(s) selected.

These reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the City shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any proponent or any third party resulting from the City exercising any of its express or implied rights under this RFP.

The City reserves the right to:

- Make public the names of any or all proponents,
- Inspect the bidder’s facility and to perform such investigations as may be deemed necessary to insure that competent personnel and management and suitable equipment/material will be used in the performance of this contract,
• Without prejudice, reject any or all proposals and to determine, in its own best judgement, the firm best qualified to undertake this contract,

• Waive formalities and accept proposals which substantially comply with the requirements of this RFP,

• Accept any proposal in whole or in part,

• Award this contract in whole or in part, without recourse or penalty, that which is deemed most advantageous to the City,

• Unless it otherwise states, to award by item, or part thereof, groups of items, or all items of the proposal, and to award contracts to one or more proponents submitting identical submissions as to price; to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions and to negotiate minor changes, if in so doing, the best interest of the City will be served,

• Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP,

• Select any proponent other than the proponent whose proposal reflects the lowest cost to the City or the highest score,

• Negotiate minor changes with the proponent that presents the most attractive proposal,

• Request written clarification or the submission of supplementary written information in relation to the clarification request from any proponent and incorporate a proponent’s response to that request for clarification into the proponent’s proposal,

• Verify with any proponent or with a third party any information set out in a proposal,

• Disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information,

• Disqualify any proponent or the proposal of any proponent who has engaged in conduct prohibited by this RFP,

• Terminate the contract without notice if due to non-performance and unsatisfactory service and unsatisfactory product performance,

• Call in alternate services if the proponent/contractor is unable to provide the service when it is requested,

• Cancel the project without cause and without incurring any liability whatsoever if deemed in the best interest of the City to do so,

• Cancel this RFP process at any stage and, if required, issue a new RFP for the same or similar deliverables,

• In its discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking, of any aspect of a proposal:
  ➢ Independently consider, investigate, research, analyze, request or verify any information of documentation whether or not contained in any Proposal,
  ➢ Conduct reference checks relevant to the Project with any or all of the references cited in a Proposal, or with any other person not listed in a Proposal, to verify any and all information regarding a Proponent, including its directors, officers and Key Individuals,
  ➢ Conduct any background investigations that it considers necessary in the course of the Competitive Selection Process,
  ➢ By submitting its proposal, the proponent authorizes the collection of information by the City,
• Assess a proponent’s proposal on the basis of:
  ➢ A financial analysis determining the actual cost of the proposal when considering factors including transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established),
  ➢ Information provided by references,
  ➢ The proponent’s past performance on previous contracts awarded by the City,
  ➢ The information provided by a proponent pursuant to the City exercising its clarification rights under this RFP process, or
  ➢ Other relevant information that arises during this RFP process.

The City is not responsible for any costs incurred by the proponents in the preparation of their response to the proposal call or attendance at any selection interviews. The City will not accept responsibility for any delays or costs with any reviews or approval process.

Prices must be firm for the duration of the contract.

This is an invitation for proposals and not a tender call.

The basis of award is subject to budget availability and/or Council Approval.

The City of Thunder Bay Council shall have the final authority on all matters regarding this Request for Proposal.

**Attachments**

• Standard Terms and Conditions for Tenders, Proposals, Contracts and Quotations
• Certificate of Insurance

**Accessibility for Ontarians with Disabilities**

The Bidder shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act, 2005*, and the Regulations there under with regard to the provision of its goods, services or facilities to persons with disabilities. The Bidder acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the City of Thunder Bay must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Prior to the commencement of any work the successful contractor/consultant shall furnish evidence of compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff. (The City of Thunder Bay may, at its discretion provide training.)

Agents or Consultants acting on behalf of the City will incorporate accessibility criteria and features when developing specifications and/or procuring goods and services, except where it is not practical to do so.
**Indemnity**

The successful proponent shall indemnify and hold the City harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the bidder, its agents, officers, employees or other persons for whom the bidder is legally responsible.

**Tender Deposit**

Not applicable

**Insurance**

The successful proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the City with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million ($5,000,000) dollars and shall include the City as an additional insured with respect to the City’s operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners’ and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses.

Automobile liability insurance for an amount not less than Five Million ($5,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The City reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the City may reasonably require.

The successful proponent shall not commence work until such time as evidence of insurance has been filed with and approved by the Manager Supply Management for the City. The successful Firm shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

**Workplace Safety and Insurance Act** (From Successful Proponent Only)

Upon award, the successful proponent shall submit a copy of a valid and current “Clearance Certificate” from the WSIB. This information is available to the Proponent on-line at www.wsib.on.ca.

Any proponent deemed to be WSIB exempt, not required by law, an independent operator or ineligible for a clearance certificate must provide an equivalent employer’s professional liability insurance policy that includes coverage not limited to loss of earnings benefits and health care coverage. It is also the responsibility of the proponent to ensure that coverage does not lapse for the entire duration of the contract. Upon expiry of a clearance certificate a valid certificate should be forwarded to the City.
### EVALUATION

An Evaluation Committee will review and evaluate each proposal based on the criteria and scoring listed below:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAX. SCORE</th>
</tr>
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<tbody>
<tr>
<td>1. Compliance with Proposal Requirements and Required Specifications</td>
<td>20</td>
</tr>
<tr>
<td>2. General Experience of Firm, Staff Availability, Staff Training</td>
<td>25</td>
</tr>
<tr>
<td>3. Ability to commence immediately, development of a detailed schedule and complete project within the time frame indicated.</td>
<td>10</td>
</tr>
<tr>
<td>4. Demonstrated Environmental &amp; Social Stewardship – environmental friendliness of the product or service and/or unique environmental or social initiative(s) the company has undertaken</td>
<td>5</td>
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<tr>
<td>5. Value-Added or Innovative techniques proposed</td>
<td>5</td>
</tr>
<tr>
<td><strong>Sub-Total</strong> – criteria other than cost</td>
<td><strong>65</strong></td>
</tr>
<tr>
<td>For a proposal to proceed any further in the evaluation process, it must have achieved a minimum of 70% of the sub-total points available without cost being a consideration.</td>
<td></td>
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<tr>
<td>Example: 65 x 70% = 46</td>
<td></td>
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<tr>
<td>At 46 points, the evaluation will continue</td>
<td></td>
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<tr>
<td>At 45 points, the proposal would not be evaluated any further</td>
<td></td>
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<tr>
<td>6. Cost to the City of Thunder Bay</td>
<td>35</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

In addition to the proposals submitted being reviewed and evaluated in accordance with the criteria listed, proponents may be requested to provide clarification or address specific requirements not adequately covered in the original submission.

The Evaluation Committee reserves the right to be the sole judge of the acceptability of any proposal, and also any alternative proposed, and to purchase the service which, in its opinion, most closely meets the operating requirements of the City.

The decision of the Evaluation Committee shall be final and without recourse.

For purposes of proposal evaluation, the total cost of the base price as specified in the proposal, excluding options, will be considered, although optional items may be added or deleted as deemed necessary by the City. The contract will be awarded per the evaluation criteria listed, and not necessarily to the lowest bidder, whose bid complies with all the provisions of the specifications.
PROPOSAL SUBMISSION REQUIREMENTS

The City of Thunder Bay, Human Resources & Corporate Safety Division, invites proposals from qualified firms for the Provision of Corporate Physician Services, in Thunder Bay, Ontario, in accordance with the following City of Thunder Bay Standard Terms and Conditions for Tenders, Proposals, Contracts and Quotations, City By-Law Number 113-2011, General Requirements and Scope of Work.

Submissions should include, but not necessarily be limited to, the following:

1. The Mandatory Submittal Form MUST be signed and included.
2. Total Cost to the City – Taxes Extra;
3. Amount of retainer fee required for services provided based upon an allocation of 4 hours per week for consultation and medical appointments, with costs for diagnostic testing detailed separately;
4. Outline of fee structure including per capita fee charges, fee for service hourly rates and any extra charges for services not covered under the basic 4 hours per week contract i.e. medical examination, diagnostic testing;
5. Information regarding rate guarantees for the first and second year of the program;
6. Renewal structure for ongoing fees and services (if applicable) up to a total of 5 years;
7. A brief description of your firm – its clients, its history, its projects, its staff;
8. A company description, exact location and address;
9. A summary of your understanding of this proposal;
10. An outline of the services to be provided, including:
   a) time guarantees, both for appointments and for written reports; and b) access to diagnostic testing;
11. Names, qualifications and experience of staff to be assigned to the project;
12. Your firm’s experience in similar projects,
13. Samples/Descriptions of previous work;
14. Addressing all aspects in regards to the Scope of Work/Terms of Reference;
15. Outline of the City’s right to audit the services provided and any internal audit processes that will be adhered to by your office;
16. References;
17. Company contacts, c/w phone numbers - communication;
18. Environmental and Social initiatives your firm may have undertaken;
19. Value Added/Innovative techniques;
20. Include any suggested revisions to the program outlined and an explanation of the reasons for the changes.
21. Any other supporting information you may wish to include with your submission.

In order for the City to evaluate proposals fairly and completely, offers should follow the format set out herein and provide all of the information requested. Failure to complete and include information as required may result in your submission not being considered.

Term of the Contract (only use if applicable) put it where you want

The term of this contract shall be for a two (2) years period form the date of commencement of the contract, with an Option to Renew for an additional consecutive three (3) one year periods, upon mutual agreement between both parties.

Pricing is to be firm for the duration of the contract – first year.
Commencement is anticipated for November 01, 2017.
SCOPE OF WORK

INTRODUCTION & OBJECTIVE

The City of Thunder Bay, Human Resources and Corporate Safety Division, seeks a physician with an interest in occupational and non-occupational health to advise the Corporation in matters of employee health and wellness and to act as a consultant to the Employee Health Services team in matters of disability management. In addition to the above, the corporate physician may be required to provide off-site general practitioner services to those employees who are unable to access these services through a family physician.

The City has recognized the positive impact that early intervention has had on return-to-work efforts and to that end wants to continue to provide opportunities for early access to quality medical care. The City recognizes the importance of employees having timely access to quality medical care.

BACKGROUND

The City is diverse with respect to the kinds of services offered, the number of work sites and the unique groups of employees that require Employee Health Services support.

The City provides municipal services such as Homes for the Aged, Police, Fire, Roads Maintenance, Sanitation, Parks Services, Emergency Medical Services, Recreation and Transit as well as administrative functions such as Finance, Human Resources, Development, Realty Services and Bylaw Enforcement.

The City employs approximately 1378.91 full time employees and another additional 349.78 equivalent to full time (FTE) Employees.

The Human Resources Division provides Health Services support through the services of a Health and Disability Nurse and a Rehabilitation Consultant. The Health and Disability Nurse provides STD/LTD claims management, coordinates fast tracking services, and facilities return to work programs. The Rehabilitation Consultant works with disabled employees and their supervisors to facilitate temporary modified work, permanent work accommodations, and mediation services.

One of the Health Services Team’s primary responsibilities is the support of employees and supervisors in their efforts for early and safe return to work. As part of this effort the Team has been utilizing (voluntary) independent medical evaluations, primarily with orthopedic surgeons, as well as privately arranged diagnostic imaging in an effort to reduce recovery time.

PROJECT REQUIREMENTS

All patient information developed or acquired by the physician(s) in the course of providing these services shall be held by them in confidence as per the CMA guidelines. No information shall be used by the physician(s) on any other project or for any other purpose without prior written approval of the City.

CONTRACT

The physician(s) shall enter into a contract with the City. The physician shall indicate that the work to be undertaken will be done to the satisfaction of the proponent according to the Terms of Reference and for the amount agreed upon by the two parties.
SCHEDULE OF PRICING

PROVISION OF CORPORATE PHYSICIAN SERVICES
-- For the Corporation of the City of Thunder Bay --
-- Human Resources & Corporate Safety Division --

The price(s) quoted include all duty, taxes (other than HST), customs, clearances, cartage, freight and all other charges now or hereafter imposed or in force and is a **Total Firm Price**. Harmonized Sales Tax (HST) to be Extra. Harmonized Sales Tax (HST) must be shown separately on invoicing. All pricing is to be in Canadian Funds.

A **CASH DISCOUNT** of __________ % will be allowed if accounts are paid within **20 (twenty)** days after the receipt of the invoice in Accounts Payable (address as shown on the purchase order) for goods or services that are acceptable. Terms of Payment (cash discount) will be taken into consideration as part of the award and **the City will not consider cash discounts for payment periods less than 20 days**.

All pricing is to be presented in a separate section in your response and not embedded into the document.

The following pricing is to be detailed in your proposal.

- Amount of retainer fee required for services provided based on an allocation of **4 hours per week** for consultation and medical appointments, with costs for diagnostic testing detailed separately;

- Outline of fee structure including per capita fee charges, fee for service hourly rates and any extra charges for services not covered under the basic **4 hours per week** contract i.e. medical examination, diagnostic testing;

- Renewal structure for ongoing fees and services (if applicable).
MANDATORY SUBMITTAL FORM

(This **FORM must be** completed and returned with your submission)

Proponent Covenant:

I/We the undersigned authorized signing officer of the proponent, hereby declare that no person, firm or corporation other than the one represented by the signature below, has any interest in this submission.

I/We further declare that all statements, schedules and other information provided in this submission are true, complete and accurate in all respects to the best knowledge and belief of the proponent.

I/We further declare that this submission is made without collusion, connection, knowledge, or comparison of figures or arrangement with any other company, firm or persons making a submission and is in all respects fair.

I/We understand that this may result in the rejection of our submission if this declaration is found to be untrue.

I/We have received, allowed for and included as part of our submission all issued Addenda.

_________________________________________________________________________________________
PRINT LEGAL NAME OF FIRM

_________________________________________________________________________________________
MAILING ADDRESS

_________________________________________________________________________________________
CITY POSTAL CODE

_________________________________________________________________________________________
NAME OF CONTACT PERSON (PRINT) PHONE NUMBER

_________________________________________________________________________________________
FAX NUMBER CELLULAR NUMBER

_________________________________________________________________________________________
E-MAIL ADDRESS

_________________________________________________________________________________________
SIGNATURE OF AUTHORIZED OFFICIAL

_________________________________________________________________________________________
PRINT NAME

_________________________________________________________________________________________
DATE
NOTICE TO BIDDERS

$35.00 Document Fee

The City of Thunder Bay charges a non-refundable Document Fee of $35.00 ($30.97 - Plus 13% HST) for Tender and Proposal Documents, payable by cheque, cash or debit. Cheques are payable to The City of Thunder Bay.

* enclose your cheque with your tender or proposal submission.
* write the tender or proposal reference number on your cheque.

Note: There is no charge for Request for Quotations, Expressions of Interest, Sales or Auction bids.

Downloading Documents

Reminder: When downloading documents, it is the Vendor’s responsibility to re-visit the City’s website prior to submitting your tender/proposal to check for any addenda that may have been issued. The Addenda must be attached to your tender/proposal document.

Special Note: When downloading tender/proposal/quotation documents, we strongly recommend that you complete and FAX the REQUEST FORM to our office. Fax: (807) 622-0181.

Submitting Tenders, Proposals and Quotations

• Tenders - submit two (2) copies (one original and one copy) of your tender bid in the envelope.
• Proposals - submit the number of copies as stated in the proposal document.
• Quotations - submit one (1) copy.
• Enclose any/all addenda with your submission.
• Write the tender/proposal/quotation Reference Number on your envelope.

If you have any questions please call the Supply Management office at (807) 625-2252.

The Web Site Address for a Listing of “Open Bids”, Tender Information, and to download documents is: www.thunderbay.ca/supply

Notice to Bidders $35.00 Fee (rev. March 2014)
REQUEST FORM
REQUEST FOR BIDDER INFORMATION

COMPLETE and FAX this Form to Supply Management if you are interested in submitting a response to the RFP.

FAX: (807) 622-0181

Note: It is the responsibility of the Bidder to check the City’s Website for any addenda or updates prior to submitting your proposal.

PROPOSAL#

DESCRIPTION OF PROPOSAL

YOUR BUSINESS NAME

ADDRESS

PO BOX #

CITY POSTAL CODE

PHONE ( )

FAX ( )

CONTACT PERSON

EMAIL ADDRESS

www.thunderbay.ca/supply
When **Downloading** Proposal Documents, **cut or fold this page in half** and **Affix this ADDRESS LABEL** to your proposal submission envelope.

Please indicate the Proposal #. Also include your firm’s name in the top left corner.