



Riverdale Municipality is accepting Proposals for ***Website Design & Development***

Requests for Proposals clearly marked with Website Design & Development will be received until
March 31, 2023 @ 4:00pm.

Initial of Bidder: _____

1. Purpose

The purpose of this Request for Proposal (RFP) is to solicit Proposals from qualified Bidders to provide the full scope of work to complete the Website Design service required, as further detailed below. The successful application will best serve the interests of the Municipality when evaluated in accordance with the stated evaluation criteria.

2. Project Schedule

	Description of Task	Deadline
1	Issue RFP for Project	March 6, 2023
2	Submission Deadline	March 31, 2023
3	Rank & Selection of highest-ranking bidder	April 4, 2023
4	Scheduled Timeline of Project	April 5 – May 30, 2023
5	Completion of Project	May 30, 2023

3. Inquires

For additional information, contact:

Attn: Kat Bridgeman
Mail: PO Box 520
Rivers, MB R0K 1X0
Email: cao@riverdalemb.ca
Fax: 204-328-5374

4. Submission Conditions

Proposals must be mailed, faxed, emailed, or handed in in-person to the below address clearly marked Website Design & Development

Attn: Kat Bridgeman
Mail: PO Box 520
Rivers, MB R0K 1X0
Email: cao@riverdalemb.ca
Fax: 204-328-5374

Submissions must be received to the Municipality on or before March 31, 2023 @ 4:00pm. All submissions must be received no later than the time stipulated in the RFP. Proposals received after the date and time specified will not be considered.

Initial of Bidder: _____

5. Information to be Included with Proposal

The Bidder shall submit with the proposal, the following information listed in order to be deemed eligible for selection:

	Required Information
1	Completed Bid Form
2	Drafted Invoice Schedule stating phases of the project completion, projected cost payouts, and anticipated dates for each stage
3	RFP pages with Bidders initial
4	Schedule
5	GST & Manitoba PST Number

Submissions that are incomplete, conditional, illegible or obscure or have reservations, alterations, additions not called for, or irregularities of any kind may be rejected. Erasures, overwriting, or strikeouts are to be initialed by the person signing for the bidder.

6. Price Submission

The Bidder will be responsible to submit a lump sum project cost including all applicable taxes and fees as specified in the Bid Form. Rates quoted by the Bidder shall be an all-inclusive fee and shall include all labour and material costs, all insurance costs, including any and all other overhead, including any fees or other charges required by law.

The Bidder **must indicate a breakdown of the lump sum price and how much will be allocated to each phase of the project.** This information should be submitted on an estimate stating the anticipated date of completion for each phase as well as the anticipated invoice amount.

The bidder must also indicate any 1-time set up fees, reoccurring monthly maintenance fees with a breakdown of services provided within the monthly fee.

7. Schedule Submission

Bidders must include a project work plan outlining major tasks to be done in various stages of the Scope of Work outlined in the Project Overview through to the Completion of the Project.

Bidders must provide a schedule showing the below detailed information

- Project Start Date
- Schedule of all major work packages
- Project end date/completion

8. Bidder Qualification and Experience

The Proposal should identify and include information about the Bidder’s experience in providing the services required to complete the project. The bidders must submit a minimum of 3 project references.

Initial of Bidder: _____

9. Work Plan & Schedule

The Proposal is to include a project work plan and schedule which outlines the Bidders plan for proceeding with the Project within the time periods and project schedule. The project work plan and schedule would include sufficient details to ensure that the merits of the work plan and schedule and the likelihood of success can be evaluated. The bidder should include information on specific activities, tasks and timeframes for each activity and phase of the Project.

10. Alteration to Bid Schedule

An RFP price may be altered by submitting another Bid Form at any time, up to the specified time and date of closing. The last bid form received will supersede any bid forms that were previously submitted.

11. Withdrawal of Bid Selection

Bids may be withdrawn without penalty at any time prior to the submission deadline. This request must come in writing, and signed by a senior official of the Company, with their contact information.

Bidders who withdraw their bids after the deadline of submission shall be liable to the Municipality for breach of contract.

12. Rights & Reservations

Riverdale Municipality

- (i) Reserves the right to reject any or all bids
- (ii) May not accept the lowest price or any bid and may, at its sole discretion, accept any bid that is deemed to be most beneficial to Riverdale Municipality;
- (iii) Reserves the right to waive informalities, irregularities, technicalities and minor non-compliances;
- (iv) May cancel this tender at any time prior to or after closing;
- (v) Reserves the right to accept a bid in total or in part or to accept some or all options Listed
- (vi) Reserves the right, in the event that only one bid is received, to terminate this tender process;
- (vii) May reject any bid that is unsigned, improperly signed, not sealed, conditional, illegible, contains arithmetical errors, erasures or irregularities of any kind
- (viii) Reserves the right to change the Scope of Work and retender the Project or negotiate the Scope of Work, or a portion thereof, if Riverdale Municipality does not receive a substantially compliant bid within Riverdale Municipality's budget;
- (ix) Reserves the right to reject any bids submitted by a bidder who has previously defaulted on a tender or otherwise failed to complete a contract with Riverdale Municipality;
- (x) Reserves the right to consider its legal position and risk associated with entering into a contract with a party that Riverdale Municipality is in litigation with or has a history of unsatisfactory performance; and
- (xi) In the event of a discrepancy between a unit price and an extension of price, the unit price will govern.

Initial of Bidder: _____

Mandatory Criteria

- Received by Closing Date
- Signed RFP pages Received
- Schedule of Prices & Delivery Schedule Received
- Work Schedule
- References (3)
- GST & MB PST Number Provided
- Completed Bid Form

Notice of Award

Riverdale Municipality will provide notice of award in writing to the successful bidder

Costs of Preparation and Limitation of Liability

All costs incurred by the bidder in the preparation and submission of their tender will be at their own expense. Riverdale Municipality will not be liable to any bidder for any claims, whether for costs, expenses, losses or damages, or for loss of anticipated profits, incurred by the bidder in preparing and submitting their tender or participating in this tender process.

Default of Bidder

If the successful bidder fails or refuses to enter into the Contract, then such failure or refusal will be deemed to be a refusal by the successful bidder to enter into the Contract and Riverdale Municipality may, on written notice to the successful bidder, award the contract to another party.

Prices

The bid price will represent the entire cost of the project including applicable taxes to Riverdale Municipality. Notwithstanding the generality of the foregoing, bidders shall include in the bid price sufficient amounts to cover:

- (i) The costs of all labour, equipment, mileage/travel and material included in or required for the project, including all items which, while not specifically listed in the Schedule of Prices, are included in the Work;

Initial of Bidder: _____

BID FORM

Contractors Information

Bidders Legal Name:		
Bidders Contact Person:		
Mailing Address:		
Office:	Cell:	Fax:
WCB No: N/A	GST No:	
Email:	MB PST No:	

References

Project Name/Type of Work/Year	Reference Organization/Municipality	Contact Person	Contact Details (Phone/Email)

RFP Price

Lump Sum Amount	\$
Applicable Taxes & Charges	\$
Project Total	\$

****Taxes and charges to include ALL Provincial, Federal, and Municipal Taxes & Fees***

This offer will be open for acceptance, binding, and irrevocable for a period of thirty calendar days following the submission deadline.

Submitted (name, please print) _____

Date: _____ Signature: _____

Initial of Bidder: _____

General Provisions

Work Schedule

The Bidder shall provide weekly email status reporting to Riverdale Municipality containing:

- The anticipated schedule of activities for the upcoming work week
- A brief summary of the work completed in the previous week
- Any problems encountered the previous week
- Any other issues related to the work progress

Email contact will be Kat Bridgeman, cao@riverdalemb.ca

Project Overview

Intent

Riverdale Municipality invites proposals for the design, development, hosting, and maintaining of a Website for Riverdale Municipality.

Proposals must include the following information:

Budget Price for

- Design & Development
- Hosting
- Monthly Maintenance Maintaining
- Annual fees

Project Completion

The successful Contract shall complete all work related to this RFP on or before May 30, 2023

Initial of Bidder: _____