

Town of South Bruce Peninsula
Admin 2017-01
Request for Quotation – Heritage House Signage



The Town of South Bruce Peninsula (the Town) is requesting quotations for the production of signage which will be used in the Town's Heritage House Signage Program.

The Heritage House Signage Program is outlined in Town policy A.4.5 which is attached to this request for quotation as information.

Quotations are being accepted with the following being requested to be considered:

- The signs will be made of grey coloured material which has the appearance of stone
- The signs will have black etched lettering indicating the name of the first owner, their occupation and the date of construction of the building (information to be etched will be supplied by the Town)
- The signs will include the Town logo etched in black (the logo will be supplied by the Town to the successful bidder)
- The signs will be oval in shape and be 18 inches (18") horizontal by twelve inches (12") vertical

It will be understood that there is no guarantee of any quantity or frequency of work or any work whatsoever.

The successful bidder will hold the quoted price per sign for a period of no shorter than six (6) months. An updated price per sign will be provided to the Town every six (6) months) and each updated price will be held for a period of no shorter than six (6) months.

Bidders will provide a quotation which includes at minimum:

- The price per sign
- The cost for set up
- The cost for delivery
- Any other costs or fees which will be charged
- The HST as a separate line item
- A detailed description of the material the sign will be made of
- Suggested font and spacing for signage
- The length of time it will take to have each sign produced
- The provisions for installation of each sign (ie. what is provided for homeowners to install the signs)
- If there is a minimum number of signs which must be ordered at any given time
- Any warranty on the work, sign and material
- A statement of how long the quoted price will be held
- A photo of a previous sign completed by the bidder which is similar to the Town requirements

The quotation should also include the signed "Statement by Bidder" document attached to this Request for Quotation.

Quotations should indicate the manner in which the Town logo and any information to be included on the sign will be communicated with and provided to the successful bidder. The successful bidder will agree to provide proofs prior to the production of each sign.

Quotations on the bidder's own letterhead must be received by the undersigned no later than 12:00 noon on April 7, 2017. Please email quotations to sbpen@bmts.com. The Town reserves the right that we may not consider any quotation provided after the bid date.

The Town reserves the right of award or non-award subject to any factor deemed appropriate by the Town. Quotations will be evaluated based upon the following criteria:

Category	Percentage
Price	45%
Material	15%
Warranty	10%
Production Time	5%
Installation Method	5%
Minimum Number of Signs to be Ordered at One Time	5%
Sign Example	5%
History of Work for the Town	5%
Inclusion Statement by Bidder	5%
Total	100%

Any or the lowest quotation not necessarily accepted. Please be advised that the submission of a quotation should not be taken nor construed to constitute any contract or agreement for any work. The Town policies and procedures (including the Purchasing Policy) must be adhered to in all instances. The Town of South Bruce Peninsula contracts, quotes and tenders are subject to the MASH Annex.

Quotations may be discussed in open meetings and therefore, the bidder should indicate clearly and give reasons outlining their position if there are any portions of the quotation submission which are considered confidential. At minimum, those items required by the Town to be included in the quotation bid as indicated herein shall not be considered confidential.

Issued this 22nd day of March, 2017.

Angie Cathrae
Manager of Legislative Services/Clerk
Town of South Bruce Peninsula
315 George Street, PO Box 310
Warton ON N0H 2T0
519-534-1400 ext 122
Fax 519-534-4862
sbpen@bmts.com



**Town of South Bruce Peninsula
Request for Quotation Admin 2017-01
Heritage House Signage**

Statement by Bidder

Bid Document Name: _____

Bid Document Number (if applicable): _____

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

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

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

Dated at _____ this _____ day of _____, 20____.

Witness

Signature of Authorized Person

Name of Authorized Person

Position

Section: General	Policy Number: A.4.5
Sub-section: Signs	Effective Date: October 18, 2016
Subject: House Signage Program for Properties of Interest	Revision Date: March 21, 2017

House Signage Program for Properties of Interest

Purpose:

To provide the guidelines and requirements for the installation of signs which would recognize the unique heritage of buildings in the Town of South Bruce Peninsula.

Policy:

1. General

- 1.1 Heritage buildings in South Bruce Peninsula may be acknowledged by a heritage sign.
- 1.2 A building or property does not need to have a heritage designation to display a heritage sign.
- 1.3 A building or property does not need to be included as a listed property to display a heritage sign.
- 1.4 The terms owner, resident and applicant shall hold the same meaning in this policy.
- 1.5 Any information submitted with an application including any documentation, pictures or any subsequent research performed by the Heritage Committee becomes the property of the Town of South Bruce Peninsula.

2. Heritage Signs

- 2.1 A heritage sign will:
 - 2.1.1 Be made of grey coloured material which has the appearance of stone.
 - 2.1.2 Have black lettering indicating the name of the first owner, their occupation and the date of construction of the building.
 - 2.1.3 Include the Town logo in black.

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2.1.4 Be 18” (eighteen inches) horizontal by 12” (twelve inches) vertical.

2.1.5 Be oval in shape.

3. Application, Processing and Appeal

3.1 An application on the prescribed form will be completed by the owner and submitted to Town staff.

3.2 The applicant will include as much heritage information about the building as is known. Where heritage information is being provided by the applicant, the applicant shall also include reference to or copies of documentation which supports the heritage information being supplied.

3.3 The applicant will provide at least one picture of the subject building.

3.4 Town staff will present the application and any submitted material to the Heritage Committee. The applicant will understand that any information provided will be discussed in an open session.

3.5 The Heritage Committee will review the application and determine whether they will accept the application, reject the application or defer a decision on the application pending further research.

3.6 If the application is accepted:

3.6.1 The applicant will be notified in writing.

3.6.2 The Heritage Committee will provide Town staff with the information to be included on the heritage sign.

3.6.3 Town staff will commission the sign, contact the applicant when the sign is ready to be picked up and ensure that the applicant is invoiced for the heritage sign.

3.7 If the application is rejected:

3.7.1 The applicant will be notified in writing.

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3.7.2 The applicant will be permitted to make an appeal to Council by appearing before Council as a delegation.

3.7.3 Council will make a determination by resolution and notify both the Heritage Committee and the applicant in writing.

3.8 If the application is deferred pending further research:

3.8.1 The applicant will be notified in writing.

3.8.2 Members of the Heritage Committee will perform research on the building.

3.8.3 The Heritage Committee will consider the research and make a determination.

3.8.4 The applicant will be notified in writing.

4. Installation

4.1 The heritage sign will be installed by the owner at their sole expense.

4.2 The owner will be solely responsible for any damage to the heritage sign which occurs after the heritage sign is picked up from the Town.

4.3 When the heritage sign is being installed on a building, it will:

4.3.1 Be fastened to the structure on the ground floor.

4.3.2 Be visible from the road (wherever possible).

4.3.3 Be fastened to the structure which is being described in the heritage sign.

5. Fee

5.1 The cost of a heritage sign will be as established in the Town Fee By-Law.

5.2 The applicant will be invoiced by Town staff.

5.3 The applicant will be permitted to cancel their request for a heritage sign at any point before the sign is commissioned by Town staff. A cancellation fee as established in the Fee By-Law will be charged.

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5.4 Should the applicant not pick up the sign or cancel their request for the heritage sign at any time after the sign is commissioned by Town staff, the fee for the heritage sign as established by the Town Fee By-Law will still be considered to be owing.

6. Liability and Replacement

6.1 The owner is responsible for any damage which may occur to the building or any other property or thing as a result of the heritage sign.

6.2 The owner is responsible for any maintenance which is required to be performed on the heritage sign.

6.3 There is no guarantee or warranty which will be extended by the Town or the Heritage Committee with respect to any aspect of the heritage sign including but not being limited to sign content and workmanship.

6.4 Should any owner wish to replace the heritage sign, the owner must make application for a new sign as in this policy and will be expected to pay any and all fees associated.



Town of South Bruce Peninsula
Heritage Sign Application Form
 PO Box 310, 315 George Street Warton ON N0H 2T0
 519-534-1400 Toll Free 1-877-534-1400 spben@bmts.com

Applicant Information

Name	
Mailing Address	
Phone Number	
Email Address	

Building Information

Address	
Current Owner	
Year Built	
Original Owner	
Original Owners Occupation	

Please attach to this application: a photo of the building and any relevant documentation regarding the history of the building.

By signing below, I (we) understand and agree to comply with the policy which governs heritage signs.

Signature of Applicant

Date

Signature of Owner (if owner is not applicant)

Date

Office Use

Date Application Received	Date Considered by Heritage Committee	Decision
Appeal of Decision Y/N	Date Considered by Council	Decision
Date Sign Commissioned	Date of Pick Up	

Signature of Person Picking Up Sign

Date