



Request for Proposal

Document Number: 2017-514P

Total number of pages, including Cover Sheet: 41

Document Title: INTEGRITY COMMISSIONER AND LOBBYIST REGISTRAR SERVICES

Date Issued: Monday, September 25, 2017

Submissions must be made in accordance with this Document and will be received at the Purchasing office located at 10 Peel Centre Drive, Ste A, 1st Fl, Rm 101, Brampton, ON L6T 4B9 on or before:

**12:00 noon local time
Monday, October 23, 2017**

It is the vendor's sole responsibility to ensure that:

- the submission is received by the date and time specified above
- the submission is accompanied by all required documentation

Contact Name: Janice Smith, Acting Senior Purchasing Analyst

Telephone Number: (905) 791-7800, ext. 7637

Vendors shall submit the price for which they are prepared to supply the goods and/or services described herein, in accordance with all stated terms and conditions in this Document.

No pricing on this page.

Please submit the pricing sheet in a separate pricing envelope.

Company Name and Address:

Please return this cover sheet with your submission

V-2016 08 16

DOCUMENT 2017-514P
INTEGRITY COMMISSIONER AND LOBBYIST REGISTRAR SERVICES

The Regional Municipality of Peel (herein the “Agency”) is seeking the services of a vendor to provide Integrity Commissioner and Lobbyist Registrar services.

SEALED PROPOSALS, clearly marked as to contents and on forms supplied by Region of Peel, can be obtained and will be received by Purchasing, 10 Peel Centre Drive, Suite A, First Floor, Room 101, Brampton, Ontario, L6T 4B9, Telephone (905) 791-7800 ext. 4303, Fax (905) 791-3697, on or before:

12:00 noon local time
MONDAY, OCTOBER 23, 2017

This Document is being made available to vendors electronically through the Region of Peel's website at peelpurchasing.ca.

It is the Vendor's sole responsibility to ensure their submission is received by the time and date specified within the document.

The list of plan takers may be viewed at Purchasing's Web page:
peelpurchasing.ca (then click 'Current Bid Documents')

The Region of Peel relies on this advertisement to notify you of this business opportunity and it is not obligated to notify past or present vendors, contractors, or service providers in any other manner.

The Region of Peel is aware of websites where Peel purchasing documents are being relayed, either free or for a fee. The relaying of Peel documents is being done without the Region of Peel's permission or collaboration, and any fees being charged are unrelated to Region of Peel processes and are not required in order to access the purchasing documents on the Region of Peel's website.



For **INTEGRITY COMMISSIONER AND LOBBYIST REGISTRAR SERVICES**, as required, and as specified within this Document.

1. Cover Sheet
 - 1.1 Advertisement
2. Index
3. Instructions to Vendors
4. Supplementary Terms and Conditions
5. Scope of Work
6. Request for Information
7. Form of Proposal
8. Appendices:
 - 8.1 Pricing Sheet
 - 8.2 Council Code of Conduct
 - 8.3 Standard Terms and Conditions
 - 8.4 Certificate of Insurance
 - 8.5 Code of Conduct
 - 8.6 Accessibility for Ontarians with Disabilities Acknowledgement
 - 8.7 Application for Vendor Direct Deposit
 - 8.8 Submission Label
 - 8.9 Pricing Label

1. INFORMATION AND COMMUNICATIONS

- 1.1 Any information regarding this Document must be addressed in writing to the attention of **Janice Smith, Acting Senior Purchasing Analyst**, at fax number (905) 791-3697 or via e-mail at purchasing@peelregion.ca, and received at least four working days prior to closing. No oral communications will be considered binding. Please ensure you include the document number in all correspondence.
- 1.2 Any vendor who requests and/or receives any information, with regards to this Document, by any person(s) other than the above stated or its designate, may be disqualified from further consideration.
- 1.3 Submit one original and **three** copies of your submission.

2. DATE AND PLACE FOR RECEIVING VENDOR SUBMISSIONS AND ACCEPTANCE PERIOD

- 2.1 Vendor Submissions will be received only by the Purchasing Division, 10 Peel Centre Drive, Suite A, First Floor, Room 101, Brampton, Ontario, L6T 4B9, and must be received **on or before 12:00 noon local time on Monday, October 23, 2017**.

Vendor Submissions shall be irrevocable and open for acceptance for a period of 90 days following the date of the Vendor Submission closing.

- 2.2 Enclosed are two "Labels" (Appendix 8.8 and Appendix 8.9). Appendix 8.8 is the Submission Label for your submission in accordance with the document. Appendix 8.9 is the Pricing Label for a separate Pricing Envelope.
- 2.3 Only documents found on the Region of Peel's website are to be considered "official" documents. The Region of Peel accepts no responsibility for the accuracy or completeness of information found on other websites. The onus is on the Vendor to check the Region of Peel's website to verify they have received all relevant information. The Vendor risks submitting a non-compliant bid if addenda or other required information is missing, and disqualification could result.
- 2.4 It is the Vendor's sole responsibility to ensure their submission is received by the time and date specified within the document.

3. ADDENDA

Addenda, if required, issued by Purchasing and related to this Contract shall hereby form part of the Contract. Acknowledgement of addenda on the Form of Proposal shall indicate that the vendor has received the addenda in its entirety, has read and understood its content, and all addenda were considered when the bid was prepared. **Submissions which do not provide evidence of receipt of addenda as requested in each document may be rejected by the Agency as non-compliant.**

Any addenda related to this contract will be posted on the Region of Peel website at peelpurchasing.ca. Although the Region of Peel will attempt to e-mail registered Vendors notification of when addenda are posted on the website, the Region of Peel does not guarantee that e-mails will be sent or received by Vendors. **It is the Vendor's sole responsibility to check the website often to inform themselves of any posted addenda.**

4. **CONTRACT TERM**

The successful vendor will be awarded an initial Contract commencing January 1, 2018 to December 31, 2020 (the "Contract Term") on the basis of a firm price for its duration. The Agency reserves the right, in its sole and absolute discretion, to extend this Contract for two optional 12 month periods (the "Extension Term(s)"), based on the same terms and conditions, by providing written notice to the vendor in advance of each such optional period.

Subject to any provisions in the Document to the contrary, should the Agency choose to exercise one or more Extension Terms, the price to be paid by the Agency during the next 12 month Extension Term shall be the then current price, subject to an adjustment (increase or decrease) in accordance with the percentage change in the Consumer Price Index, Ontario (all items), for the previous calendar year, as published by Statistics Canada.

5. **CONTRACT AWARD**

The Agency reserves the right to award the contract in its entirety or in part to one or more vendors in accordance with its requirements. Prior to award, the Agency reserves the right to perform a site visit at the vendor's facilities for the purpose of evaluating the Vendor's Submission.

Without limiting, and in addition to all other rights to which the Agency is entitled pursuant to this Document, the Agency shall be entitled to fully evaluate the Vendor Submission, which evaluation may include, without limitation, a review of references provided by the Vendor and of those that may be obtained by the Agency independently, past performance history of contracts between the Vendor and the Agency and/or between the Vendor and third parties, past completion history (including completion of full contract term, late or extended completion of contract and late delivery of goods or services), litigation and claims history of the Vendor (including previous, existing or potential litigation with the Agency or others and construction liens filed by the Vendor or subcontractors), delivery of incorrect services, customer service and responsiveness, or history of bidding unrealistic pricing, any of which may result in higher ultimate costs or other difficulties for the Agency, and to reject a Vendor Submission if the same is, in the Agency's sole opinion, unsatisfactory, or would not provide the best value to the Agency.

6. **QUANTITIES**

Quantities shown are estimates only and the Agency does not guarantee any volume. The Agency reserves the right, at its sole discretion, to procure either more or less.

7. **METHODOLOGY**

This Document will be issued in two phases:

Phase I - Request for Information - Pre-qualification of Vendors

Phase I requires that vendors provide information on their company, related experience in integrity commissioner and lobbyist registrar services, and that completed pricing Form of Proposal be sealed in a separate envelope. Based on the information received an evaluation committee will evaluate all submissions. Those deemed, at the sole discretion of the evaluation committee, best qualified will enter into Phase II.

Phase II - Completion of the Form of Proposal - Opening of the Pricing Envelopes

Only those vendors who have been deemed best qualified in Phase I will enter into Phase II and the pricing envelope opened to be evaluated for award.

8. **EVALUATION PROCESS**

Submissions will be evaluated by an evaluation committee based on the following categories. The disclosure of the allocated weightings for each category is provided to assist Vendors in preparing a proposal that best meets the requirements of the Agency.

(Drafting note to staff: This is a sample only. The matrix must reflect the categories and assigned weightings from the final approved evaluation matrix and to include all phases of the evaluation methodology as disclosed in the document i.e. interviews, trials and tests.)

Categories and Weightings:

Category	Weighting
Vendor Profile and Experience	20 per cent
Staff Experience and Qualifications	12 per cent
References	3 per cent
Advisory and Educational Approach	20 per cent
Registration, Investigation and Adjudication	25 per cent
Price	20 per cent

By responding to this Document, vendors agree to accept the decision of the evaluation committee as final.

9. **PRICING – MANDATORY REQUIREMENT**

See Appendix “8.1”.

The Pricing Sheet (Appendix “8.1”) must be enclosed and sealed in a separate pricing envelope and included with the vendor’s submission in order for the vendor’s bid submission to be considered. Upon completion of the evaluation process, only those envelopes submitted by vendors whose products are

deemed to meet the needs of the Agency will be opened and their pricing will be considered as the final phase of this call.

Important: The intent of the two-phase evaluation process is to ensure that products are evaluated initially on the basis of the Agency's criteria only, without regard to pricing. If vendors attempt to indicate pricing outside of the process indicated above, the vendor shall, at the Agency's sole discretion, be deemed non-compliant and given no further consideration.

10. **HARMONIZED SALES TAX (H.S.T.) INFORMATION**

The Agency is subject to the payment of provincial and federal taxes imposed by the Provincial and Federal Governments and, if required, the collection of any withholding tax for non-resident Vendors. All prices within this document shall be quoted exclusive of HST.

11. **ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES**

The successful vendor shall comply with the Accessibility for Ontarians with Disabilities Act 2005, and its Regulations thereunder with regard to the provision of goods or services to persons with disabilities. The successful vendor acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act 2005, the Region of Peel must, in deciding to purchase goods or services through its procurement process, consider accessibility for persons with disabilities to such goods or services. This legislation can be accessed through the following link to the Government of Ontario's website: <http://www.ontario.ca/laws/statute/05a11>. You may also access this link at peelpurchasing.ca and view the accessibility standards.

Upon award of this contract, the successful vendor will be required to sign and return the Accessibility for Ontarians with Disabilities acknowledgement (refer to Appendix 8.6).

12. **INVOICING AND PAYMENT INSTRUCTIONS**

12.1 **All invoices must be sent to the individual ordering the goods/services or as directed at the time of the order placement. Failure to do so will result in a delay of payment.**

12.2 The Agency's method of payment is by Electronic Funds Transfer (EFT). The successful Vendor will be required to provide the Agency, with the Application for Vendor Direct Deposit form containing original signatures in ink, by return mail or hand delivered, the following banking information:

12.2.1 Names of two Company Officers, their titles, e-mail addresses, fax numbers, and phone numbers. Note: Both Company Officers must sign off on any subsequent changes to the successful Vendor's banking information.

12.2.2 Company mailing and remittance addresses.

12.2.3 Banking information including a void cheque.

12.2.4 The successful Vendor is required to notify the Agency of any changes to this information immediately.

These Supplementary Terms and Conditions are in addition to the Agency's Standard Terms and Conditions.

SC1 WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

Add the following to Standard Terms and Conditions Clause 6 Compliance with Laws:

The vendor clearly understands and agrees that it is not, nor is anyone hired by it, covered by the Agency under the *Workplace Safety and Insurance Act* S.O. 1997, c.16, Sch.A., as amended and the vendor shall be responsible for and shall pay all dues and assessments payable under the *Workplace Safety and Insurance Act, the Employment Insurance Act*, S.C. 1996, c.23 or any Act, whether Provincial or Federal, in respect of itself, its employees and operations, and shall furnish the Agency, if requested, with such satisfactory evidence that it has complied with the provisions of any such Acts. If the vendor fails to do so, the Agency shall have the right to withhold payment of such sum or sums of money due to it that would be sufficient to cover its default and the Agency shall have the right to pay same. The Agency is not the employer of the vendor or its personnel under any circumstances whatsoever.

The vendor shall, both prior to commencing Work under the Contract and within 90 days of the expiration of the Contract date, submit a Clearance Certificate from the Workplace Safety and Insurance Board to the Agency that all assessments or compensation have been paid, and the Agency may, at any time during the performance, request a further declaration that all such assessments of compensation have been paid.

The successful vendor must have valid Workplace and Safety Insurance Board Coverage and will be required to submit a current Clearance Certificate within seven days of award of the Contract.

SC2 INSURANCE

Add the following to Standard Terms and Conditions Clause 14 Insurance:

During the term of this Contract, the vendor and each and every sub-contractor is required to maintain in full force and effect and at its own expense, the following insurance coverage:

1. General liability insurance including bodily injury and death, personal injury, property damage including loss of use thereof, contractual liability, non-owned automobile liability, owners' and contractors' protective, products and completed operations and employers' liability, with coverage including the activities and operations conducted by the vendor and those for whom the vendor is responsible for in law. These policies will all (1) be written on an occurrence basis with coverage for any one occurrence or claim of at least \$2,000,000 (2) name the Agency as additional insured (3) contain a severability of interests clause and cross liability clauses and (4) have a deductible amount of not greater than \$10,000 per incident or occurrence. The vendor is responsible for payment of any loss or losses within the deductible.

All policies of insurance shall be (1) written with an insurer licensed to do business in Ontario (2) in form and content acceptable to the Agency acting reasonably (3) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Agency and (4) contain an undertaking by the insurers to notify the Agency in writing not less than 30 days before any material change, cancellation, lapse or termination of the policies.

Before the commencement of any operations hereunder, and within seven working days of award of the Contract, the successful vendor shall provide the Agency a completed Certificate of Insurance on the Agency's form provided (refer to Appendix 8.4) evidencing compliance with the policy requirements as detailed above.

Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Agency, forfeiture of the Contract.

SC3 AGENCY CHANGES

Add the following to Standard Terms and Conditions new Clause 24:

The Agency may, order in writing, at any time before or after the commencement of the Work, alter the Work to be done provided that such extension or increase or alteration is within the reasonable competence of the vendor to perform. If a change order increases or decreases the cost of the Work, the vendor shall notify the Agency by fax within 24 hours of notice of the change. The vendor and the Agency shall agree on the increase or decrease in price to be made to the purchase order. Where the vendor and Agency fail to agree, the appropriate contract laws apply.

SC4 ORDER OF PRECEDENCE IN THE EVENT OF CONFLICT

Add the following to Standard Terms and Conditions new Clause 25:

In the event of any inconsistency or conflict in the provisions of the Document, such provisions shall take precedence and govern in the following order, where applicable:

1. Addenda, as issued
2. Scope of Work
3. Form of Proposal
4. Instructions to Vendors
5. Supplementary Terms and Conditions
6. Standard Terms and Conditions

SC5 CONFIDENTIALITY

Add the following to Standard Terms and Conditions new Clause 26:

The successful vendor and supporting staff are responsible for respecting the confidentiality of the information and the working relationship between the community and the Agency.

1. **INTRODUCTION**

The Regional Municipality of Peel (herein the “Agency”) is seeking the services of a vendor to provide Integrity Commissioner and Lobbyist Registrar services.

2. **APPROACH**

The Work to be performed has been divided into the following three parts:

- 2.1 Part I – Process Development
- 2.2 Part II – As Required Integrity Commissioner Services
- 2.3 Part III – As Required Lobbyist Registrar Services

The Work of Part I – Process Development will be carried out first.

3. **SCOPE OF WORK**3.1 **Part I – Process Development**

- 3.1.1 Work with the Agency to develop processes that would be established and implemented to effect the Lobbyist Registry By-Law as it relates to Council, lobbyists, staff, other stakeholders and the public.
- 3.1.2 Work with the Agency to develop a complaint process required by the Complaint Protocol, provide complaint resolution steps, advice and timing expectations for completing investigations.

3.2 **Part II – As Required Integrity Commissioner Services**

- 3.2.1 The Integrity Commissioner shall provide services on an as and when required basis in accordance with s. 223.3 – s. 223.8 of the *Municipal Act, 2001* related to, but not limited to the following duties and responsibilities:
 - .1 Act as an Advisor to Regional Council.
 - .2 Conduct investigations regarding alleged breaches of the Code of Conduct, Policies and Procedures, rules and legislation governing members on ethical behaviour.
 - .3 Provide information to Council as to their obligations under the Code of Conduct, Policies and Procedures, rules and legislation governing members on ethical behaviour.
 - .4 Provide advice to individual members regarding specific situations as they relate to the application of the Code of Conduct, Policies and Procedures, rules and legislation governing members on ethical behaviour.
 - .5 Provide advice to Council on other policies and procedures that relate to the ethical behaviour of members.
 - .6 Provide general advice on conflict of interest issues noting that this advice may not be used in defence of allegations related to conflict of interest.
 - .7 Provide information to the public regarding the Code and the obligations of Members under the Code of Conduct, Policies and Procedures, rules and legislation governing members on ethical behaviour.
 - .8 Review the Regional Council Code of Conduct and provide advice and revisions as may be required.

- .9 Provide an annual report to Council summarizing the activities of the Integrity Commissioner.

3.2.2 The Integrity Commissioner would operate under the following mandate:

.1 Advisory

Provide written and oral advice on request of Council respecting the Code of Conduct governing the ethical behaviour of Members.

.2 Educational

Provide to the Chief Administrative Officer and the Regional Clerk an annual report on findings in complaint cases and advice provided for the preceding year; providing outreach programs for Council and staff on legislation, protocols and office procedures emphasizing the importance of ethics for public confidence in municipal government and disseminating information to the public on the Region's website.

.3 Complaint Investigations

Assess and investigate complaints about a Council Member from:

- Another Member of Council,
- The public,
- Regional staff.

Complaints are investigated using the Region of Peel's current process as found in Appendix 8.2, Council Code of Conduct.

.4 Complaint Adjudication

Determine whether a member of Council has, in the Integrity Commissioner's opinion, violated the Code of Conduct. Make recommendations on appropriate penalties if applicable.

The Integrity Commissioner will be directly responsible to and shall report to the Regional Council. The Contract Administrator for the Integrity Commissioner shall be the Chief Administrative Officer and/or their designate.

3.3 **Part III – As Required Lobbyist Registrar Services**

The Lobbyist Registrar shall provide services on an as and when required basis in accordance with s. 223.3 – s. 223.8 of the *Municipal Act, 2001* related to, but not limited to the following duties and responsibilities:

- 3.3.1 Overseeing the establishment and administration of the Lobbyist Registry;
- 3.3.2 Enforcing the Lobbyist Registry By-Law;
- 3.3.3 Suspending, revoking or refusing registration;
- 3.3.4 Provide advice, opinions and interpretation pertaining to the administration, application and enforcement of the Lobbyist By-Law;
- 3.3.5 Advise Council on lobbying matters and recommend improvements to the Lobbyist Registry By-Law;

- 3.3.6 Conduct inquiries in respect of a request made by Council, a member of Council or a member of the public about compliance with the Lobbyist Registry By-Law and the Lobbyist Code of Conduct in accordance with the Lobbyist Code of Conduct, as set out under section 223.12 of the *Municipal Act, 2001*;
- 3.3.7 Make the Lobbyist Registry available for public inspection through electronic web-based access at all reasonable times in a manner that the Lobbyist Registrar may determine;
- 3.3.8 Provide an annual report to Council and any other reports as the Lobbyist Registrar considers appropriate; and
- 3.3.9 Performing other duties as may be assigned by Council.

The Lobbyist Registrar will operate in accordance with Council By-Law 47-2016, and sections 223.9 – 223.12 of the *Municipal Act, 2001*.

REQUEST FOR INFORMATION

The purpose of this section is to obtain information from firms that have experience in providing similar services. The Evaluation Committee will review and evaluate the information received from vendors in response to the items listed in this section. Vendors are required to prepare a comprehensive response. Failure to provide a response to any of these requirements will be deemed as unresponsive and subsequently no points will be assigned during the evaluation process. Information submitted in response to the following requirements is subject to verification and further relevant information may be obtained from vendor references.

Please answer each question in full, organized and labelled in the same sequence as the following sections 1 through 6. All responses shall be of a maximum paper size of 8 1/2" x 11". Promotional literature, company stock brochures, photographs et cetera, may be included in an appendix.

1. VENDOR PROFILE AND EXPERIENCE

- 1.1 Provide an overview of your history and experiences as it relates to familiarity with the *Ontario Municipal Act 2001*, *Public Inquiries Act* and accountability and transparency provisions, complaint resolution and investigative processes, ethical standards and policies governing municipal councils.
- 1.2 Provide an overview of experience with respect to privacy and confidentiality issues that arise under the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act* and other related legislation.
- 1.3 Provide an overview of current clients and services being provided.

2. STAFF EXPERIENCE AND QUALIFICATIONS

- 2.1 Provide a list of key resources, including all sub-consultants, to be assigned to the Regional Municipality of Peel including curriculum vitae, role and responsibility, qualifications and relevant experience for contracts of a similar nature and size.
- 2.2 Provide a resume outlining relevant skills and previous experience as it relates to the RFP including specific identification of the following:
 - 2.2.1 Bidder's experience in lobbyist registration, mediation, complaint resolution, and similar adjudicative/investigative type services in a regional government or other public sector settings;
 - 2.2.2 Bidder's knowledge and expertise in municipal law (specifically accountability and transparency provisions), including conflict of interest legislation;
 - 2.2.3 Any experience the Bidder may have in providing Integrity Commissioner, Lobbyist Registrar or similar adjudicative type services in a municipal or other public sector setting;
 - 2.2.4 Any background that the bidder has in the practice of law or the judiciary.

3. REFERENCES

Provide a minimum of three references, preferably from a public / municipal sector, for the purposes of evaluating the Bidder's experience and record of success. References shall be within the past five years and projects of a similar scope or magnitude undertaken by the Bidder.

References shall include:

- 3.1 Full name of reference and contact;
- 3.2 Valid phone number and email address; and
- 3.3 Identify the relevant project and a summary of duties.

Any reference that cannot be contacted after reasonable efforts are made will not be evaluated.

4. ADVISORY AND EDUCATIONAL APPROACH

Provide a statement on the advisory and education process that would be established to assist members of Council on the roles and responsibilities of the following:

- 4.1 Integrity Commissioner and Lobbyist Registrar role;
- 4.2 Obligations and responsibilities of Council under the Code of Conduct and Lobbyist Registry By-Law;

5. REGISTRATION, INVESTIGATION AND ADJUDICATION

5.1 Provide a statement of your approach for maintaining confidentiality and privacy through the complaint and investigation process required by legislation and, as well as, other aspects of the Vendor's responsibilities as Integrity Commissioner or Lobbyist Registrar.

5.2 Based on the services outlined in Part E, Scope of Work, provide a detailed work plan including timing of how you intend to initiate your work as Integrity Commissioner and Lobbyist Registrar as well as an outline of activities the Commissioner/Registrar would expect on an annual basis.

5.3 Identify any requirements or expectations you would have of the Agency in assisting with the duties of the Integrity Commissioner and Lobbyist Registrar.

Form of Proposal (Page 1 of 2)

I, We, the undersigned, having examined the Document, do hereby submit an offer to enter into an agreement with the Agency, to provide **INTEGRITY COMMISSIONER AND LOBBYIST REGISTRAR SERVICES**, in accordance with the Document.

1. DOCUMENT ADDENDA

The Vendor submits that they have thoroughly reviewed this document together with the following Addenda and hereby accepts and agrees to all provisions and conditions stated therein and has included fully for all requirements in the Pricing:

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Addenda can be viewed online at the Region of Peel Web site peelpurchasing.ca.

2. CONTACT INFORMATION

In the space provided please list the contact names and numbers during:

Description	Regular Hours Service (7:00 a.m. - 5:00 p.m.)	After Hours Service (5:00 p.m. - 7:00 a.m.)	Saturdays, Sundays and Holidays
Name			
Phone number			
Cellular number			
Answering Service number			

3. G.S.T./H.S.T. REGISTRATION NUMBER

Please provide in the space below your G.S.T./H.S.T. Registration Number. Please note that all invoices provided to the Agency must show the G.S.T./H.S.T. Registration Number and show this tax on a separate line.

G.S.T./H.S.T. Registration Number _____

4. TERMS OF PAYMENT

Cash discounts may be offered for prompt payment of invoices, but must be for not less than two per cent/20 days and/or Net 30 days to be considered in the analysis.

Indicate: _____ per cent _____ days. Net _____ days.

Regional Municipality of Peel Document 2017-514P Form of Proposal
Purchasing Division INTEGRITY COMMISSIONER AND LOBBYIST REGISTRAR SERVICES

5. **PRICING**

The Pricing Sheet (Appendix "8.1") must be enclosed and sealed in a separate pricing envelope and included with your submission in order for your bid submission to be considered. Upon completion of the evaluation process, only those envelopes submitted by vendors whose services are deemed to meet the needs of the Agency will be opened and their pricing will be considered as the final phase of this call.

This Vendor Submission is made entirely in accordance with Document 2017-514P. By your signature hereunder, it is deemed that you have read and agreed to all terms and conditions in the same manner as had such terms and conditions appeared above your signature, and that you have the authority to bind the vendor.

VENDOR NAME AND ADDRESS: (please provide legally registered name)

TELEPHONE NUMBER: _____ FAX NUMBER: _____

YOUR E-MAIL ADDRESS: _____

COMPANY'S E-MAIL ADDRESS: _____

PER: _____ TITLE: _____
(Please Print)

SIGNATURE: _____ DATE: _____

WITNESS NAME: _____ TITLE: _____
(Please Print)

SIGNATURE: _____ DATE: _____

Completed and Returned in a Separate Sealed Pricing Envelope**PRICING SHEET**

Prices are all inclusive of the cost of labour, materials and equipment including **all reimbursable expenses** to complete the required services and deliverables as outlined in this document, including all applicable taxes, overheads, profits excluding HST. **All prices are in Canadian Dollars.**

1. Pricing Table

Item	Description	Annual Estimated Quantity	Hourly Rate	Extended Price
1	Integrity Commissioner and Lobbyist Registrar Services	250 Hours	\$____/hour	\$_____
				X 3 YEARS
TOTAL PRICE (excluding applicable taxes)				\$_____

2. Additional Prices

Where the vendor receives written instructions from the Agency to provide services that are clearly in addition to the scope of work in item 1, the services will be provided at the hourly rates quoted below, or as otherwise negotiated with the Agency. Additional services may not commence without the Agency's prior written approval, and the Agency must approve any claim for such additional service in writing.

All administrative costs, disbursements and normal expenses are to be carried in the hourly rates provided, excluding taxes. No additional fees will be considered without express written permission.

Staff	Hourly Rate
	\$ _____/hour
	\$ _____/hour
	\$ _____/hour

3. Additional Services

Pricing for additional services that may be required during the contract period.

Item	Description	Hourly Rates (excluding applicable taxes)
1	Additional Meeting	\$ _____/hour
2	Workshop	\$ _____/hour
3	Presentation	\$ _____/hour

VENDOR NAME AND ADDRESS:

SIGNATURE: _____ DATE: _____

**STANDARD TERMS AND CONDITIONS FOR GOODS AND SERVICES
THE REGIONAL MUNICIPALITY OF PEEL**

These Standard Terms and Conditions govern this purchase and vendors agree to be bound by the terms and conditions set forth, except as may be amended by the Agency in writing.

1. Definitions

- (a) "Agency" means The Regional Municipality of Peel, Peel Housing Corporation o/a Peel Living and any other government or agency or board on behalf of which The Regional Municipality of Peel is acting and for the purposes of the performance of the Contract shall mean the municipality or entity awarding the Contract. For purposes of the Contract, "Agency" shall include "Owner".
- (b) "Contract" means the agreement in writing governing the performance of the Work and includes, without limitation, the Document (including the Standard Terms and Conditions), Vendor Submission and the written document accepting the Vendor Submission (including any notice of acceptance or award).
- (c) "Document" means the document describing the goods and/or services to be purchased and the terms upon which the goods and/or services are to be purchased and includes, without limitation, those documents referenced on the index of the Document and such addenda as may be issued by the Agency from time to time.
- (d) "Vendor Submission" means the document as completed by the vendor for the purpose of offering to sell to the Agency the services and/or goods specified in the Document, and includes but is not limited to quotations, tenders and proposals.
- (e) "Work" means the work to be undertaken by the vendor pursuant to the provisions of the Contract.

2. Vendor Submission

- (a) The Vendor Submission must be made on the forms supplied by the Agency for that purpose and must be clearly legible with all blanks filled in, using ink or type.
- (b) The Vendor Submission must be signed by a person or persons authorized to sign on behalf of the vendor and the same person or persons shall initial any erasures, overwriting or strikeouts within the Vendor Submission.
- (c) All pricing in the Vendor Submission must be expressed in figures, and must be in Canadian Dollars.
- (d) Prices in the Vendor Submission must include all costs necessary to complete the Work in accordance with the Document including customs and duties.
- (e) The vendor represents, warrants and confirms that no oral or written alterations or variations in the Document and/or Contract have been made by the vendor and none shall be valid or binding upon the Agency unless authorized by the Agency in writing.
- (f) Vendor Submissions which are qualified or subject to any conditions, limitations or restrictions shall be rejected by the Agency.

- (g) The vendor acknowledges that it is solely responsible for obtaining and reviewing all the Contract documents and all addenda issued by the Agency pertaining to the Document.

3. Agency Rights

The Agency reserves the right, in its sole and absolute discretion to:

- (a) deem a Vendor Submission to be unbalanced and may reject any and all Vendor Submissions, which it so deems, and for this purpose, “unbalanced” shall include, without limitation, a Vendor Submission which does not reflect a realistic breakdown of the costs of each or any portion of the Work;
- (b) adjust the totals in a Vendor Submission where there are errors in extensions, additions or computations. In such cases, the unit prices shown shall govern;
- (c) reject any or all Vendor Submissions, accept a Vendor Submission which is not the lowest price, reject a Vendor Submission even if it is the only one received by the Agency; and cancel this request for Vendor Submissions at any time either before or after the receipt of Vendor Submissions, following which the Agency may proceed as it determines in its sole discretion, including without limitation, negotiating with any one or more of the vendors or any other person or entity for the performance of the Work under such terms and conditions as the Agency may decide in its sole discretion, or issuing a new request for Vendor Submissions on the same or modified terms, all without liability to itself;
- (d) award the Contract in its entirety or in part, to one or more vendors, if in doing so the best interests of the Agency will be served;
- (e) inspect and have a demonstration of the goods and/or services offered prior to award of a Contract and request evidence of experience, ability or financial standing;
- (f) waive formalities, technical defects, irregularities and omissions in a Vendor Submission and may accept a Vendor Submission, which does not comply with the formal requirements of the Document, if in doing so the best interests of the Agency will be served;
- (g) remove from the Agency’s list of vendors, the name of any vendor for failure to accept a contract or for unsatisfactory performance or non-performance of a contract; and
- (h) fully evaluate the Vendor Submission, which evaluation may include, without limitation, a review of references provided by the Vendor and of those that may be obtained by the Agency independently, past performance history of contracts between the Vendor and the Agency and/or between the Vendor and third parties, past completion history (including completion of full contract term, late or extended completion of contract and late delivery of goods or services), litigation and claims history of the Vendor (including previous, existing or potential litigation with the Agency or others and construction liens filed by the Vendor or subcontractors), delivery of incorrect services, customer service and responsiveness, or history of bidding unrealistic pricing, any of which may result in higher ultimate costs or other difficulties for the Agency, and to reject a Vendor Submission if the same is, in the Agency’s sole opinion, unsatisfactory, or would not provide the best value to the Agency;

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- (i) seek further information and/or clarification, including without limitation a detailed price breakdown, from any vendor after the closing time, for the purposes of assisting the Agency in interpreting and evaluating any Vendor Submission and in interpreting any inconsistencies which may appear in any Vendor Submission, and the Agency shall have the right to consider and rely on such further information and clarifications in evaluating the Vendor Submissions and awarding the Contract.
4. Collusion and Conflict of Interest
- (a) Should the vendor give or offer any gratuity to or attempt to bribe any member of the Agency, or to commit collusion or fraud, the Agency shall be at liberty to reject the Vendor Submission or, if a Contract has been awarded, terminate the Contract forthwith, without liability to itself, and to rely upon the sureties as provided for.
- (b) The vendor represents and declares that:
- i) no member, officer or employee of the Agency or Council has or will have an interest, directly or indirectly, in the performance of the Contract, or in the supplies, work or business in connection with the said Contract, or in any portion of the profits thereof, or in any monies to be derived therefrom;
- ii) the Vendor Submission is not made in collusion with any other vendor making a Vendor Submission for the same goods and services and is, in all respects, fair and without fraud.
5. Taxes
- The Agency is subject to the payment of provincial sales and federal taxes imposed by the Provincial and Federal Governments and, if required, the collection of any withholding tax for non-resident vendors.
6. Compliance with Laws
- The vendor shall comply with all applicable laws and by-laws including without limitation, the *Workplace Safety Insurance Act*, the *Occupational Health and Safety Act*, and the *Human Rights Code*, as amended from time to time. Any breach or breaches of any applicable laws or by-laws, whether by the vendor or any of its subcontractors, may result in the immediate termination of the Contract and the forfeiture of all sums owing to the vendor by the Agency.
7. Inconsistency, Conflicts and Omissions
- (a) In the event of any inconsistency or conflict in the Document, the vendor shall notify the agency prior to the closing time.
- (b) The vendor shall not take advantage of any apparent error or omission in the Document. Any work not specified which is necessary for the proper performance and completion of any part of the Work contemplated, which may be implied as included in the Work, shall be done by the vendor as if it had been specified and shall not be construed as a variation in the Work to be done, and shall not be subject to any claim by the vendor for additional compensation.

8. Acceptance/Rejection of Goods and Services

The Agency shall be entitled, in its sole and absolute discretion, to accept or reject goods or services which are substandard, defective, of inferior quality, or are otherwise not in accordance with the Contract, as the best interests of the Agency may require.

9. Force Majeure

In the event that performance of the Contract in the reasonable opinion of either party is made impossible by an occurrence beyond the control of the party affected, then either party shall notify the other in writing. The Agency shall either terminate the Contract forthwith and without any further payments being made, or authorize the vendor to continue the performance of the Contract with such adjustments as may be required by the occurrence in question and agreed upon by both parties. In the event that the parties cannot agree upon the aforementioned adjustments, it is agreed by the parties that the Contract shall be terminated. Delays in or failure of performance by either party under the Contract shall not constitute default hereunder or give rise to any claim for damages if caused by occurrences beyond the control of the party affected, including but not limited to, decrees of Governments, acts of God, fires, floods, riots, war, rebellion, sabotage, and atomic or nuclear incidents. Lack of finances, strikes, lockouts or other concerted acts by workers shall not be deemed to be a cause beyond a party's control.

10. Assignment

The vendor shall keep the Contract under its control and shall not assign, transfer, convey or sublet any portion of the Contract without first obtaining the written consent of the Agency.

11. Covenants and Indemnities

(a) The vendor agrees:

- (i) to perform the Contract in accordance with the documents under which the award is made;
- (ii) to indemnify and hold harmless the Agency, its officers, directors, agents, employees, Councillors, Chair and Board Members from and against all claims, costs, expenses, demands, losses, damages, actions, suits or proceedings, including all legal fees and disbursements, that arise out of, or are attributable to the acts or omissions of the vendor, its subcontractors, suppliers, agents, employees, officers, directors, and all other persons and other entities for whose acts the vendor may be liable or for whom it is responsible in law and their respective officers, directors, agents and employees.
- (iii) to indemnify and to save the Agency, its officers, directors, agents, employees, Councillors, Chair and Board members harmless from liability of any kind for the use of any composition, secret process, invention, copyright, patent, intellectual property, article or appliance, furnished or used in the performance of the contract of which the vendor is not the owner, patentee, assignee, or licensee;

- (iv) to guarantee against defective goods and/or services and to replace any damaged or defective goods and/or services to the satisfaction of the Agency;
 - (v) to furnish adequate protection from damage for all work and to repair damage of any kind, for which it and its employees are responsible; and
 - (vi) to pay for all permits, licenses, approvals, and inspections, and to give all notices and comply with all by-laws and regulations of the Agency.
- (b) For greater certainty, and without limiting the intent of any other terms of the Contract, the obligations of the vendor in this paragraph 11 shall survive the expiry or other termination of the Contract.

12. Guarantees and Warranties

All Work shall be done in a good and workmanship like manner. All materials, goods and services must meet the specifications. The vendor warrants and guarantees that all materials, goods; services and workmanship will be free from defects and fit for the purpose intended by the Agency. All goods delivered by the vendor must be new, in good working order and of the latest model possessing all the accessories standard to the manufacturer's stock model. The goods and/or services must be covered by written guarantees and warranties acceptable to the Agency. The warranties set out herein and any other warranties provided to the Agency by the vendor as part of the Contract are and shall be in addition to all other warranties to which the Agency may be entitled in law and in equity.

13. Damage Claims

The vendor shall be liable for the costs of all damages caused by it, its subcontractors, suppliers, agents, employees, workers, persons employed by it, officers, directors and all other persons and other entities for whose acts the vendor may be liable or for whom it is responsible in law, arising from the execution of the Work, by reasons including, without limitation, the existence, location, condition of work, or any materials, plant or machinery used thereon or therein, or which may happen by reason of its failure or the failure for those for whom it is responsible, to do or perform any or all of the several acts or things required to be done by them under the Contract, and shall indemnify and save the Agency, its officers, directors, agents, employees, Councillors, Chair and Board members harmless from any claims arising thereby, including but not limited to costs of rectification incurred by the Agency and any legal costs in connection therewith on a solicitor and client basis.

14. Insurance

The vendor shall maintain insurance as required by all applicable laws and regulations and shall maintain such further insurance as may be required by the Agency pursuant to the terms of the Contract. The vendor shall furnish satisfactory proof of insurance when required by the Agency.

15. Liquidated Damages

If the vendor fails, neglects or refuses at any time to supply all goods or services to the Agency as specified within the Contract, or fails, neglects or refuses to replace goods or services rejected by the Agency, then the Agency shall be and is hereby empowered forthwith to procure such material elsewhere and to charge all costs for goods or services thereby incurred by it to the vendor as liquidated damages and to deduct the same from the monies due, or to become due to the vendor on any other contract, or to collect such costs from the vendor by any other method permitted by law.

16. Right to Retain Monies

The Agency shall have the right to retain, out of monies payable to the vendor under the Contract the total amount outstanding from time to time of all claims arising out of the default of the vendor in any of its obligations to the Agency, whether pursuant to this or any other contract between the vendor and the Agency which has not been settled by the vendor or its insurers. For the purposes of this paragraph, a claim by the vendor has been settled if payment has been made to and accepted by the claimant and a complete release obtained from it, or the claim has been fully investigated and a complete denial of liability has been made to and accepted by the claimant.

17. Termination

- (a) This Contract may be terminated without notice by the Agency should the vendor fail to comply with one or more of the Contract terms. In addition to cancelling the Contract, the Agency shall be entitled to pursue any remedies to which it is entitled in law or equity for damages suffered as a result of the vendor's breach.
- (b) Where there is a question of non-performance, payment in whole or in part may be withheld at the discretion of the Agency.

18. Notice

- (a) Any notice, direction, request or document required or permitted to be given by either party to the other shall be deemed to have been sufficiently and effectually given if delivered or mailed by prepaid registered post, or equivalent, or sent by facsimile transmission to the address and number shown in the Vendor Submission or to such other address or number of which either party hereto may from time to time notify the other in the manner set out in this paragraph.
- (b) If any such notice, direction, request, document or payment is so given, it shall be conclusively deemed to have been given and received on the date of delivery if delivered, on the next business day if transmitted by telefax, and on the fifth calendar day following the mailing thereof, if sent by mail as aforesaid.

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19. Confidential Information/Ownership and Disclosure of Vendor Submissions
- (a) The vendor agrees to protect and maintain the confidentiality of all personal or other information, including all personal health information, that the vendor accesses or of which the vendor acquires knowledge of as a result of the services in this Contract, and agrees to use, collect, disclose, retain, protect and dispose of the personal (health) information only in accordance with all privacy legislation applicable to the Agency where it is acting on behalf of the Agency. Disclosure of any information shall be done only with the Agency's prior written consent. The provisions of the indemnity clause in this Contract apply to any breach of privacy or confidentiality in this clause. The vendor shall ensure that its directors, officers, employees, agents, subcontractors and anyone else for whom it is responsible in law all adhere to the requirements of this section regarding privacy and confidentiality.
 - (b) The Agency, and the Agency's responsibilities under this Contract, are subject to all applicable privacy legislation including the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.M.56, as amended ("MFIPPA") and/or the Personal Health Information Protection Act, 2004 ("PHIPA") with respect to the collection, use, disclosure, retention and protection of confidential, sensitive or personal (health) information under the Agency's custody and control. Under an MFIPPA request, all documents provided to the Agency by the vendor pursuant to the procurement process which led to this Contract, and the Contract itself and associated documents, may be required by law to be made available to a requesting member of the public, with the possible exception that the party submitting certain information requests that it be treated as confidential and that there is an appropriate exemption to disclosure in MFIPPA, or a non-disclosure requirement in either MFIPPA or PHIPA.
 - (c) The Vendor Submissions, along with all correspondence, documentation and information provided to the Agency by any vendor in connection with or arising out of the Vendor Submission, once received by the Agency, shall become the property of the Agency and may be appended to any agreement and/or purchase order with the successful vendor. Vendors must identify in their Vendor Submissions any scientific, technical, proprietary, commercial or other confidential information, the disclosure of which could cause them injury.
 - (d) In purchases where a public opening of Vendor Submissions will be taking place, the name of each vendor and the lump sum price contained in their Vendor Submission shall be read out by the Agency at the public opening.
 - (e) Where award is to be made by Regional Council, the Peel Police Services Board or the Board of Directors of Peel Housing Corporation, information regarding all Vendor Submissions, including names of each vendor, lump sum prices and the annual or overall value of the Contract and/or Vendor Submissions shall be included in public reports to Regional Council or the relevant Boards such that the information is released publicly. The vendor acknowledges that the Agency cannot guarantee it can honour requests to keep vendor information confidential in light of

applicable law requirements, and also in light of the need for transparency and public disclosure where release of vendor information in public Council reports related to a specific project or procurement process is necessary.

20. Remedies

- (a) The rights and remedies of the Agency as set forth in any provision of the Contract shall not be exclusive and are in addition to any other rights or remedies provided by law or in equity.
- (b) The exercise of any remedy provided by the Contract does not relieve the vendor or its sureties from any liability under the Contract.
- (c) The Agency may take such steps as it considers necessary to remedy any breach of the Contract and any damages or expenditures thereby incurred by the Agency plus a reasonable allowance for overhead may be collected in any manner provided for in the Contract or otherwise available in law.
- (d) The failure of either the Agency or the vendor to insist upon strict performance of any provisions of the Contract shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of such provisions on any future occasion.

21. Severability

In the event that any provision of the Contract is held invalid, illegal or unenforceable, the remaining provisions of the Contract will not be affected and shall continue in full force and effect.

22. Governing Law

This Document, the Vendor Submission and the Contract shall be governed and construed in accordance with the laws of the Province of Ontario. In conducting its procurements, the Agency is subject to and intends to comply with all applicable trade agreements, including but not limited to the Agreement on Internal Trade and the Ontario-Quebec Trade and Cooperation Agreement.

23. Time is of the Essence

Time shall be in all respects of the essence of this Contract.

Certificate of Insurance

This is to certify that the following policies of insurance, subject to their terms, conditions, and exclusions, have been issued and are at present in force for the insured named below, with the specified insurer.

Name and Address of Insured				
Description of Operations				
Location of Operations (attach separate sheet if necessary)				
Type of Insurance	Policy Number	Effective Date Y M D	Expiry Date Y M D	Limits of Liability Bodily Injury and Property Damage-Incl.
Commercial General Liability				\$ /Occurrence
				\$ Annual Aggregate
				Deductible \$
Name and Address of Insurance Company				

The Commercial General Liability Policy includes bodily injury including death and personal injury liability, occurrence property damage, contractual liability, non-owned automobile liability, owner's and contractor's protective coverage, products-completed operations, employer's liability, contingent employer's liability, cross liability and severability of interests clauses.

Construction contracts only: The Policy contains no exclusions or limitations with respect to the blasting, shoring underpinning, raising or demolition of any building or structure or subsidence of any property, or land from any cause.

Type of Insurance	Policy Number	Effective Date Y M D	Expiry Date Y M D	Limits of Liability
Automobile				\$ /Claim or loss
				Deductible \$
				Name and Address of Insurance Company
Professional Liability				\$ /Claim
				\$ Annual Aggregate
				Deductible \$
Name and Address of Insurance Company				
Other (specify)				\$ /Occurrence
				\$ Annual Aggregate
				Deductible \$
Name and Address of Insurance Company				

Any Umbrella and/or excess insurance is in excess of both the Commercial General Liability and Automobile Liability policies.

The Regional Municipality of Peel and/or Peel Housing Corporation O/A Peel Living and _____

have been added as additional insureds, but only with respect to their interest in the operations of the named insured, (excluding Automobile or Professional Liability policies). Any deductible or self insured retention is the sole responsibility of the named insured.

If any Policy is cancelled or materially changed so as to reduce coverage during the period of coverage as stated above, or so as to affect this certificate, thirty (30) days prior written notice, by registered mail, will be given by the Insurer to:

The Regional Municipality of Peel, 10 Peel Centre Dr., Brampton, ON L6T 4B9

ATTENTION: LOSS MANAGEMENT

This certificate is executed and issued to The Regional Municipality of Peel on the date stated below.

Name and Address and Stamp of Insurance Broker				
Signature of Authorized Representative of Broker or Insurance Company	Executed and Issued	Yr.	Mo.	Day

Note: Proof of liability insurance will be accepted on this form only (with no amendments).

While your firm is performing work for the Agency, the Facility will remain open and accessible to the public and staff members. Your employees, suppliers, and sub-contractors must be made aware of the following list of rules to be followed while they are on the site.

1. The use of company facilities or equipment (such as cafeteria, washrooms, electrical power, water, ladders, etc.) is not permitted unless otherwise specified or pre-approved by the Agency.
2. Inappropriate behaviour or offensive language will not be permitted.
3. Clothing considered to be offensive or unsuitable for a public building will not be worn by the Contractor's staff. Clothing prohibited by the Ministry of Labour Construction Safety Act will not be permitted.
4. People involved in operations where shoes and clothing are badly soiled (roofing, concrete work, demolition, etc.) shall refrain from entering any finished areas of the building.
5. The Agency has developed a Scent Sensitivity Program. Contractors are encouraged to be considerate of others and refrain from using or wearing scented products while at work or prior to coming to work on Regional sites.
6. All employees, suppliers, sub-contractors, or others on site representing the Contractor will be 18 years of age or older.
7. Earphones and electronic devices (such as iPods, mp3 players, etc.) are not permitted on site at any time.
8. A list of all Contractors' and Sub-contractors' personnel who will be on site shall be provided to the Agency upon request. All personnel will sign in and out each time they arrive or leave the site.
9. The Contractor shall rope off or barricade all areas affected by work in progress where injury or inconvenience could occur to the public or the building staff. The installation and removal of ropes, barricades, and associated debris are the responsibilities of the Contractor.
10. Food and drink are not to be consumed in the building except in designated areas and subject to the restrictions listed above.
11. The Region of Peel is a 100 per cent smoke-free worksite. Smoking and vaping are not permitted on the grounds of Regional worksites, including parking lots, owned or operated by the Region of Peel.
12. Drugs and alcohol are not permitted on site.
13. Contractors' staff shall not park their vehicles in unauthorized parking areas. Designated areas for Contractors' parking, deliveries, storage, garbage bins, parking, etc. will be assigned by the Agency.

We / I have read and understand this document and will comply fully with all rules and regulations therein.

Contractor – Authorized Signing Officer

Date



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACKNOWLEDGEMENT

Contracted employees, third party employees, agents and others who deal with members of the public on behalf of the Region of Peel or participate in the development of policies, practices and procedures governing the provision of goods or services to members of the public must meet the requirements of the Accessibility for Ontarians with Disabilities Act 2005 and its Regulations with regard to training and the provision of goods or services to persons with disabilities. A document describing the training policy, a summary of the contents of the training and details of training dates and attendees must be submitted to the Region of Peel upon request. If a training policy is not yet in place, complete the training module at the following link:

<http://accessforward.ca/>

I acknowledge the aforementioned requirements:

Company Name: _____ Date: _____

Authorized Official: _____
Signature Print Title



Accounts Payable Application For Vendor Direct Deposit

I hereby authorize the Region of Peel, through the Royal Bank of Canada, to deposit our payments to the bank account as indicated below. I will advise Accounts Payable of any change in this regard and the authorization is to remain in effect until I cancel it in writing with the sign off from two company officers.

Only original and faxed applications will be accepted. Please **do not e-mail** this application.

Attach a cheque here (mark cheque "Void"):

233			
233	99999	001	0002345611
Cheque Number	Branch	Bank Number	Account Number

Detailed Banking Information	
Bank Name: _____	
Address: _____	
Branch Transit: _____	Bank Number: _____ Account Number: _____

Company Information
Company Name: _____
Company Mailing Address: _____
Receivable E-mail Address for EFT Payment Notification: _____

Company Officers	
Name: _____ Title: _____ E-mail: _____ Phone Number: _____ - _____ - _____ Fax Number: _____ - _____ - _____ Signature: _____	Name: _____ Title: _____ E-mail: _____ Phone Number: _____ - _____ - _____ Fax Number: _____ - _____ - _____ Signature: _____
Date Requested: _____ / _____ / _____	

When completed, mail or fax this application with original signatures to:

Region of Peel, Finance, PO Box 458, Brampton, ON L6V 2L4 Fax 905-791-5863 Tel 905-791-7800 Ext. 4284

Proposal

**SUBMISSION
LABEL**

Document 2017-514P

**Do Not Open
Before Opening Time**

**The Regional Municipality of Peel
Purchasing Division**

10 Peel Centre Dr., Ste A, 1st Fl, Rm 101
Brampton, ON L6T 4B9

From: _____

Description: INTEGRITY COMMISSIONER AND LOBBYIST
REGISTRAR SERVICES

Closing Date: _____

12:00 Noon



Please complete, cut out, and affix this label to the front of your sealed envelope for submission.

Proposal

**PRICING
LABEL**

Document 2017-514P

**Do Not Open
Before Opening Time**

The Regional Municipality of Peel Purchasing Division

From: _____

Description: INTEGRITY COMMISSIONER AND LOBBYIST
REGISTRAR SERVICES

Closing Date: _____

12:00 Noon



Please complete, cut out, and affix this label to the front of your separate sealed PRICING envelope.