

SECTION II RFP PROCESS

2.1 ADDRESS FOR SUBMISSIONS

**PROPOSALS MUST BE RECEIVED IN THE LAKEHEAD UNIVERSITY
PURCHASING DEPARTMENT, IN A SEALED ENVELOPE, MARKED
RFP#LU17-027, @ 3:00:00PM; Tuesday, March 27th, 2018.**

ATTENTION:

GEOFF MATTE, MANAGER; PROCUREMENT & CONTRACT SERVICES
BRAUN BUILDING
ROOM: BB1002A
LAKEHEAD UNIVERSITY
955 OLIVER ROAD
THUNDER BAY, ON, P7B 5E1

- 1) Proposals received after the above closing time and date will not be considered and will be returned to the bidder. Proposals will not be accepted via fax or email.
- 2) **Two copies of the proposal are required.**
- 3) Lakehead University accepts no responsibility or liability for misdirected, unreadable, incomplete bids or electronic mail questions and it is the sole responsibility of the bidder to ensure their bids and emails have been received by the authorized representative of the University in a timely manner.
- 4) Proposal documents must be completed in accordance with the requirements of the Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.
- 5) Proposals shall be originally signed by an authorized signatory of the bidder. If the bidder is an incorporated company, the corporate seal of the bidder shall be affixed or a certified true copy of a resolution of the corporation naming the person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the proposal.
- 6) Bidders who are sole proprietorships or partners shall sign their bid in such a way as to irrevocably bind the bidder in an authorized manner.
- 7) All questions regarding this Request for Proposal must be submitted in writing, (fax, mail or email), prior to 3:00pm on **Tuesday, March 20th, 2018.**

2.2 CONTACT INFORMATION

GEOFF MATTE, MANAGER; PROCUREMENT & CONTRACT SERVICES
BRAUN BUILDING
ROOM: BB1002A
LAKEHEAD UNIVERSITY
955 OLIVER ROAD
THUNDER BAY, ON, P7B 5E1

T:807-343-8455 F:807-346-7711
EMAIL: gmatte@lakeheadu.ca

- 1) It is the sole responsibility of each potential bidder to check the Lakehead University Purchasing website on a regular basis for addendum.
<http://finance.lakeheadu.ca/current-tenders/>
- 2) Should the question be considered relevant to all bidders, the University will provide both the question and the written answers in the addendum. Bidders are solely responsible for ensuring the University has a current address and fax number on file for the bidder.
- 3) In the event the bidder cannot comply with any term, condition, or requirement of this Request for Proposal, such non-compliance must be clearly noted on the bidder's letterhead and submitted with the proposal. Bidders are cautioned that such non-compliance may result in disqualification of the bidder's proposal. No allowance will be made for un-noted non-compliance of any kind, by the bidder.
- 4) No other representative of the University is to be contacted regarding this Request for Proposal. The University accepts no responsibility for, and the bidder agrees not to rely upon, any verbal or written statement or representation from any other person, whether or not employed by the University.
- 5) While the University will not consider more than one bid from a bidder under the same or different names, the University is prepared to consider, in addition to the original bid, alternative bids submitted within the same bid package providing such are clearly marked as alternatives.
- 6) Bidders are cautioned that proposals will be solely evaluated upon the disclosed evaluation criteria and; no linkage of offers to donation, scholarships or similar arrangement will be considered.
- 7) The laws of the Province of Ontario shall apply to this Request for Proposal and any contract formed as a result of this Request for Proposal and the Courts of Ontario shall have exclusive jurisdiction over any contract formed as a result of this Request for Proposal.
- 8) The Lakehead University's name, logo, crest, etc., shall not be used without the prior written consent of the University.

2.3 RFP SCHEDULE

Last Day for Questions: Tuesday, March 20th, 2018

Receive Bids: Tuesday, March 27th, 2018