



The Corporation of the Township of Drummond/North Elmsley

Request for Proposal

RFP # 2018-01 Website Redesign 2018

Closing Date, Time and Location

Two (2) complete copies must be received by
4:00 p.m. local time, on **March 5, 2018**

at

Township Municipal Office
310 Port Elmsley Road
Perth ON K7H 3C7

Contact Person:

Cathy Ryder, Deputy Clerk
613-267-6500
cryder@dnetownship.ca

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1.0 INTRODUCTION

1.1 Introduction

The Township of Drummond/North Elmsley's current website, dne.township.ca, was designed in 2011 and its "look" was updated in 2014 by iCompass, a company that builds websites specifically for municipalities. iCompass also provides municipalities without a number of other IT solutions that easily integrate with the website. The company is no longer providing this service.

The Township wishes to redesign its website to provide simple electronic access to municipal services and that will serve as a primary communication tool for the Township. The redesigned website must be easy for the public to use, allow for updates by municipal staff and meet current accessibility standards achieving WCAG 2.0 compliance.

1.2 About Drummond/North Elmsley

The Township of Drummond/North Elmsley is located in central Lanark County. Its population is 7,773 according to the 2016 Census. A mostly rural Township, it is bounded by the Historic Rideau Waterway to the south and the Mississippi River to the north-west. It includes the Hamlets of Port Elmsley, Balderson, Innisville, Rideau Ferry and Ferguson's Falls. The southern portion of the Township features many lakes, rivers and mixed forests while the more western and northern areas feature fertile farmland. The Township is considered the southern gateway to Lanark County's "Maple Syrup Trail".

1.3 Purpose

The Township invites qualified bidders to submit proposals for a redesign and upgrade of the Township's website www.dnetownship.ca.

1.4 Proposal Requirements

Proposals clearly marked "**RFP # 2018-01 – Website Redesign**" for the work contained herein shall be addressed to:

Cathy Ryder, Deputy Clerk
Township of Drummond/North Elmsley
310 Port Elmsley Road
Perth, Ontario K7H 3C7

- a. All proposals must include a statement of authorization to bid signed by an authorized official and submitted to the Township by mail or courier/personal delivery, **NO LATER THAN 4:00 p.m. on March 5, 2018**. Bidders will supply two paper copies of their Proposal.
- b. Faxed submissions will not be accepted.
- c. Proposals received after the closing time will not be accepted.
- d. Proposals will be irrevocable until the Township awards this contract or cancels this request for proposal, whichever occurs first.

- e. Any interpretations of, or additions to, deletions from, or any other corrections to the proposal document, will be issued as written addenda by the Township.

2.0 Project Scope

- 2.1 The Township of Drummond/North Elmsley's website requires a redesign and upgrades to bring it into compliance with Accessibility Standards and to allow for simple access by the public and staff to enhance delivery and awareness of public services. All departments will be represented. The scope of this project is to redesign the Township website complete with a content management program to allow modifications and maintenance by Township staff.
- 2.2 The proponent will be required to provide training for Township staff.
- 2.3 The design shall be a collaboration of ideas from the Township and the Successful Bidder.
- 2.4 The website must provide easy access to Township services, comply with the Accessibility for Ontarians with Disabilities Information and Communication Standards, and be adaptable to current and changing technology, including utilizing posted information on the existing website as well as the implementation of new information and features.
- 2.6 Day-to-day management of content for the website is managed by staff of the Township of Drummond/North Elmsley.
- 2.7 The present website requires upgrades to the base infrastructure in order to allow for easier modifications and maintenance by non-technical staff and to provide additional functionality.
- 2.8 The information on the Township website should be organized towards the Township's residents, businesses, visitors, other government agencies, civic groups or associations, and any other person or agency seeking to conduct business with, or wishing to obtain information about the Township of Drummond/North Elmsley.

3.0 Project Management Structure

- 3.1 The Township of Drummond/North Elmsley Deputy Clerk is responsible for:
 - 3.1.1 Review of submitted Proposals
 - 3.1.2 Final selection of successful Proposal
 - 3.1.3 Project Funding
 - 3.1.4 Contract signing authority
 - 3.1.5 Payment of Invoices
- 3.2 The Successful Bidder shall report directly to the Deputy Clerk.

- 3.3 The Deputy Clerk will oversee overall Project implementation including regularly reviewing the Project timeline, budget and compliance with the approved Contract.

4.0 Administration

4.1 Contact & Questions

All questions or inquiries must be made in writing to the Deputy Clerk named below by no later than **2:00 p.m. local time on March 1, 2018.**

Cathy Ryder, Deputy Clerk
Township of Drummond/North Elmsley
310 Port Elmsley Road
RR 5
Perth ON K7H 3C7

Email: cryder@dnetownship.ca
Phone: 613-267-6500

- 4.2 Bidders shall not contact other Township staff in preparing their submission. The Township may disqualify a Bidder and/or his/her bid if it determines that inappropriate contact has been made.

- 4.3 Any clarification of the Township documents required by a Bidder prior to submission shall be requested through the Township. Any such clarifications so given shall not in any way alter the Township documents and the Bidder and the Township agree that in no case shall oral arrangements be considered.

4.4 Submission of Proposal

Proposals clearly marked "**RFP # 2018-01 Website Redesign 2018**" must be signed by an authorized official and submitted to the Township noted above by mail, or courier/personal delivery **NO LATER THAN 4:00 p.m. on March 5, 2018.** Proposals received after the closing time will be marked as to date and time received, and returned.

Faxed submissions will not be accepted.

4.5 RFP Requirements

Please submit two paper (2) copies of the proposal. In order to qualify for consideration, all bidders submitting proposals must include the following items:

- a) A brief statement of the Bidder's web design background, including at least two links to municipal projects of a similar size and scope.
- b) List of clients in both the municipal sector and the private sector.
- c) A statement outlining the bidder's ability to fulfill the term of contract.

- d) A description of the bidder's understanding of the project goals, objectives, and outcomes and how these will be achieved.
- i. A detailed project methodology explaining each project task and identifying the expectations of the bidder and the Township relating to each task.
- e) A list of key personnel assigned to this project including their relevant experience, qualifications for the project roles and responsibilities and their availability for this project.
- f) A detailed schedule of all activities including milestones, project meetings and scheduled periodic project reports.
- g) Provision of a priced methodology complete with time allotments for each identified task required to fulfill this project.
- h) Two (2) client references from projects of a similar size and scope.
- i) Any other comments or suggestions relating to the success of the work.

4.6 Evaluation

Submissions will be evaluated on the following criteria:

Description	Points Out of /100
Project Cost	30
Project Methodology	20
Activities Schedule	20
Qualifications and Experience	10
References	10
Other Suggestions	5
Conformance with the Request for Proposal	5

4.7 Rights Reserved by the Township of Drummond/North Elmsley

The Township will not be responsible for any costs incurred in the preparation and submission of proposals.

The Township is not under any obligation to award a contract, and reserves the right to terminate the RFP at any time for any reason, and to withdraw from discussions with all or any of the Proponents who have responded.

Please be advised that the Township reserves the right, in its sole and absolute discretion, to:

- i. waive any informalities or irregularities in any proposal process;
- ii. issue subsequent RFPs;
- iii. modify the RFP schedule or postpone the date for acceptance of proposals;

- iv. accept any proposal or combination of proposals;
- v. reject any or all responses received pursuant to this RFP;
- vi. supplement, amend, substitute or otherwise modify this RFP;
- vii. cancel this RFP for any reason with or without the substitution of another RFP or similar process;
- viii. conduct investigations with respect to the qualifications and experience of each respondent;
- ix. take any action affecting the RFP, the RFP process or the services or facilities subject to the RFP that would be in the best interests of the Township;
- x. require one or more of the respondents to supplement, clarify or provide additional information in order for the Township to evaluate the proposals submitted; and
- xi. waive any defect or technicality in any proposal received, to the extent that any or all of such courses of action are deemed by the Township to be in the best interests of the Township.

Neither the lowest cost nor any proposal shall necessarily be accepted and the decision of the Township is final. This Request for Proposal and the resulting proposals should not be considered a commitment by the Township to enter into any contract.

4.8 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The Township of Drummond/North Elmsley is subject to the Municipal Freedom of Information and Protection of Privacy Act - R.S.O. 1990, c. M.56, as amended (MFIPPA) with respect to, and protection of, information under its custody and control.

4.9 Project Timeline and Evaluation Process

- a. Proposals shall detail timelines for project components and completion of deliverables as noted in Section 3.0.
- b. Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days following the due date for receipt of submissions.
- c. The Township anticipates an efficient process to review and evaluate the Proposals. The expected timeline is as follows:

RFP Release:	February 20, 2018
Question period:	February 20 – February 28
Submission Deadline:	4:00 p.m. March 5, 2018
Final selection:	Week of March 12, 2018
Project Start Date:	Immediately after RFP awarded

4.10 Integrated Accessibility Standards Regulation

The Township is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and the Integrated Accessibility Standards Regulation. Under this Act, every person who provides goods and services to the public must receive training about the provision of these goods and services to people with disabilities. Therefore the Successful Bidder must be trained in accordance with the Integrated Accessibility Standards Regulation in order to understand the Township's requirements to build a fully accessible website and complete the Representation, Warranty and Acknowledgement Regarding Integrated Accessibility Standards Regulation with respect to their representation, warranty and acknowledgement that he/she and their employees, agents and volunteers or others, have completed all required Training.

Requirements of the Integrated Accessibility Standards Regulation can be found on the Province of Ontario's website at <https://www.ontario.ca/page/accessibility-laws>.

4.11 Extras

The Contract is contemplated of being inclusive of all Work, including due to any unforeseen or unknown conditions in the price quoted. To the extent, however, that any extras are authorized by the Township, in addition to this contract, then the price which is extra, shall be agreed upon between the Successful Bidder and the Township in advance. The Successful Bidder shall not proceed with any Work unless an agreement has been reached on the price of such extra work and/or the method of determining the cost and price of such extra Work.

4.12 Failure to Perform/Poor Performance

The Township shall be the sole judge of the work and therefore its acceptability. Work that is unsatisfactory, in the opinion of the Township representative, shall be made satisfactory at no additional cost to the Township.

If, in the opinion of the Township, the Successful Bidder refuses or neglects to perform the work required, or performs the work unsatisfactorily, the Township may cancel the contract by giving fifteen (15) days written notice. The Township shall have the full right and power at its discretion, without process of action at law, to take possession of the whole work remaining at the time of notice of cancellation and to re-let the same to any other contractor or person(s).

4.13 Assignment

The contract awarded shall be exclusive to the Successful Bidder. The Successful Bidder shall not assign the Contract, or any portion thereof, without the prior consent of the Township.

4.13 Term

This Contract will be in effect for a period of two (2) years, with the Township having the option of extending the Contract for a period of up to three (3) additional years. The Contract will be a fixed price Contract for its two (2) year term, with an increase for the optional year's extension to be discussed and agreed upon. In the event an agreement cannot be reached, the Contract will

terminate at the end of the two (2) year period.

Either party has the right to terminate this Contract upon providing 6 month's (6) notice written notice to the other party, without penalty.

4.14 Bid Acceptance

Unless otherwise specified in these Request for Proposal documents, this contract constitutes an irrevocable offer to provide the goods and/or services described herein for a **period of thirty (30) calendar days** from the closing date of the receipt of Request for Proposal

4.15 Payment

The Successful Bidder shall provide an invoice to the Township on a monthly basis. The Township shall pay said invoices within thirty (30) days. The Township shall have the right to withhold, from any sum otherwise payable to the Successful Bidder, such amount as may be sufficient to remedy any defect or deficiency in the work, for any damages to The Township property resulting from the Successful Bidder's negligence.

4.17 Contract

- a. The Township of Drummond/North Elmsley will enter into negotiations with the Successful Bidder(s). A contract will be developed and reviewed by both parties. The successful firm will not have the right to assign the contract nor any interest therein nor subcontract the performance of any service or the supply of any product without written consent of the Township.
- b. The Successful Bidder will agree to protect, defend, indemnify, and hold harmless the Township of Drummond/North Elmsley, their elected officials, agents and employees from and against any liability, damages, claims, suits, liens and judgements, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, or damage to the property or other rights of any person or persons, caused by respondent's submittals.
- c. The Successful Bidder obligation to protect, defend, indemnify and hold harmless, as set forth above, shall include any matter arising out of any actual or alleged infringement of any copyright, or service mark, or any actual or alleged unfair competition, disparagement of service, or other business tort of any type whatsoever, or any actual or alleged violation of professional regulations.
- d. All documents and material prepared pursuant to this RFP are the property of the Township. The Township shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this process.
- e. The successful bidder shall be required to show proof of registration with the Workplace Safety Insurance Board (WSIB).

5.0 Specific Project Deliverables

5.1 Website Conversion

Convert existing data from the present site (www.dnetownship.ca) and include new information and structure with increased functionality to the new site, in collaboration with municipal staff.

5.2 Tools and Functionalities

- 5.2.1 Ability to manage all pages within the site in house by non-technical staff.
- 5.2.2 Facilitate a clearly accessible process for public inquiry, comments and feedback.
- 5.2.3 Ability to submit fillable forms.
- 5.2.4 Easily upgradeable/portable.
- 5.2.5 Conform with World Wide Web Consortium Web Content Accessibility Guidelines 2.0 at Level AAA, including all content.
- 5.2.6 An event calendar for municipal and community events.
- 5.2.7 A news management module that allows users to create and manage news items to appear on site.
- 5.2.8 An interactive map to display construction areas, available commercial and industrial lands, municipal facilities and areas of interest.
- 5.2.9 Compatible with iCompass. Current website documentation is stored on iCompass servers.
- 5.2.10 Social media integration.
- 5.2.11 Other features and technology available at developer's discretion.

5.3 Site Specifications

- 5.3.1 All images and graphics to be optimized for best performance, maintaining a common theme and consistent design.
- 5.3.2 Easy electronic access to public information, fully responsive design to work with top browsers, mobile devices.
- 5.3.3 All content including images, code, graphics, forms and tables must meet all W3C guidelines for content and accessibility, achieving WCAG 2.0 compliance.
- 5.3.4 Hosted and secured off-site. Current host is Network Solutions.
- 5.3.5 Must maintain security; perform regular security updates to prevent external threats.
- 5.3.6 Site must be compatible with mobile devices.
- 5.3.7 Ability for public to submit completed fillable forms through the website at a later date.
- 5.3.8 Ability to incorporate an e-commerce system at a later date.

5.4 Training, Support and Maintenance

- 5.4.1 Training to be provided for all Township staff members involved in the maintenance of the site, include details of training program.
- 5.4.2 Provide details of system support and maintenance options available for the proposed system, including support, cost, warranty, and response times.
- 5.4.3 A training “How To” book would be desirable

5.5 Client Consultation

- 5.5.1 A meeting (in person/or electronic) shall be scheduled with the Successful Bidder and Township staff to review the project deliverables and work schedule prior to any work being undertaken.
- 5.5.2 A meeting (in person/or electronic) shall be scheduled with the Successful Bidder and Township staff to review the project deliverables prior to final payment.

6.0 Other Costs

Hourly rates shall be provided for any additional items that may be requested to be completed outside of an agreed Contract.

The Township will require information on possible web hosting and any related costs that may be incurred.

7.0 List Of Attachments

Appendix 'A': Web Site Design and Software Criteria

Appendix 'A' - Web Site Design and Software Criteria

Web site development requirements i.e., design, software support, hardware support etc. must be accordance with the following protocols established by the Township of Drummond/North Elmsley.

Testing and Training

1. Usability testing must be completed, with proper reports and information showing to the satisfaction of the Township that the usability suits those of limited technical knowledge and expertise.
2. Tested and Functional in all major browsers including but not limited to Internet Explorer 7 and above, Firefox 2 and above, modern versions of Chrome, Camino, Opera, and Safari as well as mobile equivalents such as those used in portable internet connected devices.
3. Training of all staff involved in the maintenance and upkeep of the system including the management and maintenance of the site.
4. On site frequently asked questions, support documentation and tooltips providing support where necessary must also be included.

Design

1. Consistent design and user interface with a strong focus on information architecture.
2. Flash alternatives must be created, where accessibility could be an issue.
3. All images must be optimized for best performance, and utilize proper types for information being displayed.
4. Usage rights must be acquired and transferred to the Township for all fonts, images, and other multimedia.

Coding

1. All pages must meet the W3C Web Content Accessibility Guidelines (Valid (X)HTML and CSS) striving for WCAG2.0 compliance
2. Accessible to all users including those who are vision and hearing impaired through the use of shortcut keys, proper alt and title tags, colour and contrast testing.
3. SEO optimized site structure and content, with automatic sitemap updates to major search engines as well as a page dedicated to a user focused sitemap with links to every page in the site.
4. All forms and tables within the site must be accessible
5. There must be a high degree of separation between the content and presentation.
6. Site must be template driven.

Main Site

1. Advanced search options such as word filtering and locations
2. Township Profile Pages (Departments)
3. Link Management Tool
4. Content management system must be in place for all content pages
5. Use of current technologies should be implemented where users would benefit
6. Any third party tools, scripts, libraries, or applications must be approved by Township staff before inclusion in development.

FORM OF PROPOSAL

The Township of Drummond/North Elmsley is inviting proposals from vendors for the provision of professional services for the redesign of the Township's website.

I/We, the Undersigned, having examined the Scope of Work, Project Requirements, Evaluation Criteria, Draft Agreement and Form of Proposal, do hereby offer to enter into an Agreement with the Township to redesign the Township's website.

I, We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____ this _____ day of _____, 2013.

AUTHORIZED SIGNATURE

STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

TELEPHONE NO.

FACSIMILE NO.

E-MAIL ADDRESS

Receipt of all addenda shall be acknowledged by initialling in the space provided opposite each addendum received.

Addendum No. 1 _____

Addendum No. 3 _____

Addendum No. 5 _____

Signature in the designated space, by an authorized officer of the Respondent's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Respondent and the Township, and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

Company Seal

FORM OF PROPOSAL
Financial Proposal and Contractual Acknowledgement
Basis of Payment:

The Respondent offers to provide the services detailed herein, and as further detailed in the proposal, to the acceptance of the stated Contract Authority for the following Total Upset Limit Price.

Professional Fees (Excluding Taxes): \$ _____
Monthly Hosting Fees: \$ _____

ANNUAL MAINTENANCE FEE
OR FEE PER CHANGES

Additional Expenses – provide details (Excluding Taxes) \$ _____

Subtotal \$ _____
HST (13%) \$ _____
Total Amount \$ _____

H.S.T. Registration No. _____

Dated at _____ this _____ day of _____

Firm or Organization

Name Signing Authority

Street Address

Signature

City / Postal Code

Telephone and Fax Number

Corporation of the Township of Drummond/North Elmsley
**Request for Proposal for
Website Redesign**

FORM OF PROPOSAL

**THE LOWEST OR ANY PROPOSAL OR ANY PART OF ANY PROPOSAL
NOT NECESSARILY ACCEPTED**

The completion date of this project is June 1, 2018.

A C C E P T A N C E C O N T R A C T

ACCEPT ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF
DRUMMOND/NORTH ELMSLEY, THIS DAY _____ OF
_____, 2018.

Aubrey Churchill, Reeve

Cindy Halcrow, Clerk Administrator

The Respondent is required to provide a detailed price breakdown by major tasks with the RFP. The breakdown should include the specific activities planned, the timing and associated level of effort by individual or classification, and the associated hourly or per diem rates for which the Respondent will seek payment.

Should extra work be required on this project, please list all staff proposed for this project, including functional title and applicable hourly rates:

NAME & TITLE (eg. Project Manager, etc.)	HOURLY RATE for any additional work that may be required

(Please add lines as needed)

Information provided to complete Section 3.0 of the Form of Proposal will be included in Envelop A – Technical and Management Proposal

Name of Firm:

Signature of Signing Authority

Respondents should note the following when preparing their financial proposal:

Project Fees:

Project fees are to include the cost of sub-contractors.

Disbursements:

All reasonable and proper expenses incurred by the Successful Bidder shall be reimbursed under this item without any allowance thereon for overhead and or profit. The following costs shall not be reimbursed: communication expenses including facsimile, local phone and cellular charges and standard PC costs

Method of Payment:

Monthly payments shall be made based on time expended following receipt and acceptance of an invoice by the Deputy Clerk. The invoice should include a breakdown by hours worked by individual team members on each major task and progress to the date on invoice. Additional back-up documentation shall also be provided where sub-contracted works form part of the overall work program.

Schedule 1

REPRESENTATION, WARRANTY AND ACKNOWLEDGEMENT REGARDING INTEGRATED ACCESSIBILITY STANDARDS REGULATIONS REPRESENTATION AND WARRANT

(Insert Company Name) _____

Hereby represents and warrants that:

1. My/Our employees, agents, volunteers or others, for whom I/we are responsible, including myself will have successfully completed Integrated Accessibility Standards Regulations prior to commencement of the Work on behalf of the Corporation of the Township of Drummond/North Elmsley, in accordance with the award of RFP Website Redesign 2018.
2. The Accessible Customer Service Standard Training provided will encompass the following training content:
 - a. A review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard;
 - b. How to interact and communicate with people with various types of disability
 - c. How to interact with people with disabilities who use an assistive device, service animal or a support person;
 - d. How to use the equipment or assistive devices available on Township premises that are otherwise provided that may help with the provision of goods or services to people with disabilities;
 - e. What to do if a person with a particular type of disability is having difficulty accessing the Township's goods or services; and the Township's accessible customer service policies, procedures and practices governing the provision of goods or services to people with disabilities.

Pursuant to Section 7 of **Ontario Regulation 191/11**, Integrated Accessibility Standards ("IAS") made under the AODA, the Successful Bidder shall ensure that in addition to himself/herself, any of his/her employees, agents, volunteers, or others for whom he/she are responsible for that are working on this contract, will complete training, including training on the requirements in the IAS, highlighting the accessibility standards for Information and Communication, and a review of the **Human Rights Code** as it pertains to persons with disabilities and understanding the differences between the **Human Rights Code** and the IAS.

The Successful Bidder shall submit to the Township, if requested, documentation describing their accessibility training policies, practices and procedures, and a summary of the contents of training. A record of the dates on which training was provided, complete with the names of the attendees, shall be included in the documentation.

d. The Township reserves the right to require the Successful Bidder, at the Successful Bidder's expense, to amend his/her accessibility training policies, practices and procedures, if the Township deems them to not be in compliance with the requirements of the AODA.

e. The successful Bidder/Proponent shall only assign the employees who have successfully completed accessibility training, to provide services on behalf of the Township.

Available Resources

The following resources are available to the Bidder/Proponent:

- a. The Township's Accessibility Policy: www.dnetownship.ca

The Ministry of Community and Social Services website with resources to assist public and private sector organizations in complying with the Accessibility Standards:

www.mcsc.gov.on.ca/en/mcss/programs/accessibility/index.aspx

Customer Service e-learning training module entitled "Serve-Ability", produced by the Ministry of Community and Social Services:

www.mcsc.gov.on.ca/en/serve-ability/index.aspx

Integrated Accessibility Standards Regulation training, developed by Curriculum Services Canada:

www.accessforward.ca

Human Rights Code training, developed by the Ontario Human Rights Commission

www.ohrc.on.ca/en/learning/ohrc-elearning-your-elearning-source-human-rights

ACKNOWLEDGEMENT

I/We, the undersigned, acknowledge and agree that this representation and warranty will be relied upon by the Corporation of the Township of Drummond/North Elmsley and as such I/We solemnly provide this representation and warranty as if it was given under oath.

Company Name

Signature(s)

PRINT NAME

PRINT TITLE

Signature(s)

PRINT NAME

PRINT TITLE

Date

I/WE HAVE THE AUTHORITY TO BIND THE COMPANY

Appendix B List of References

LIST OF REFERENCES

Respondents must provide a minimum of three (3) current customer references that have been provided with a website similar to that proposed herein.

#1 Company Name:

Website: _____
Address: _____
Phone No: _____
Contact Name: _____
Position: _____
Date of project: _____

#2 Company Name:

Website: _____
Address: _____
Phone No: _____
Contact Name: _____
Position: _____
Date of project: _____

#3 Company Name:

Website: _____
Address: _____
Phone No: _____
Contact Name: _____
Position: _____
Date of project: _____

