



**MUNICIPALITY OF SOUTH DUNDAS**

**REQUEST FOR PROPOSAL  
PRF23-16**

**Application Deadline October 2<sup>nd</sup>, 2023 12:00pm**

**Morrisburg Arena  
Zamboni Advertisement**



## COMMUNICATIONS NOTICE

**An Application Form MUST BE submitted with all responses to the RFP.** The application form is attached to this Request for Proposal (RFP). For clarification on completing the Request for Proposal, contact the Municipal Project Manager in writing:

Emily Palmer-Guindon  
Parks, Recreation and Facilities  
Municipality of South Dundas  
[epalmerguindon@southdundas.com](mailto:epalmerguindon@southdundas.com)  
613-543-2673

All questions related to the Request for Proposal or any clarification with respect to this RFP must be made no later than five (5) business days prior to the closing date of this RFP in order to provide staff reasonable opportunity to respond. The Municipality reserves the right to extend the deadline for questions regarding this RFP, if required.

Applicants may inquire into and clarify any requirements of this RFP. All inquiries shall be completed as per the Communications Notice. It is the applicant's responsibility to clarify any details prior to submitting a proposal. The Municipality of South Dundas will assume no responsibility for any oral instruction or suggestion.



## **1 General**

### **1.1 Introduction and Background**

The Municipality of South Dundas invites proposals from businesses who are interested in a unique advertising opportunity. The Municipality has purchased a new electric Zamboni for the Morrisburg Arena located at 28 Ottawa Street, Morrisburg. The Morrisburg Arena is a significant hub for recreational activities in South Dundas and the Zamboni is the focal point of the building during regular ice maintenance. The Zamboni operates on the single-pad arena during the ice season from mid-September to early-April. The Morrisburg arena can see thousands of visitors on a typical weekend during the ice season, which makes it a great location to advertise your business and brand.

Interested Advertisers shall complete the attached application form indicating their proposed term and financial bid for use of the advertising space.

The Advertiser must cover the new Zamboni with a custom vinyl wrap. Advertisers are welcome to use the entire exterior of the Zamboni. Attached to this RFP are the specifications on the sizing of the Zamboni 450.

There are many examples of Zamboni wraps from all over North America.  
(<https://designsnanaimo.ca/portfolio/port-mcneill-zamboni-vehicle-wrap/>)

Only one (1) business will be awarded the Zamboni advertising space per term, there will no longer be multiple advertisements on the machine.

### **1.2 Timing**

Applicants have until 12:00pm on October 2<sup>nd</sup>, 2023, to submit an application to the Municipality.



## **2 Terms & Conditions**

### **2.1 Advertisement Terms and Conditions**

1. The Advertiser is responsible for the production and installation of all artwork, supply of vinyl wrap, to complete the advertisement.
2. The Advertiser agrees to pay the annual bid amount on an annual basis as invoiced by the Municipality.
3. The Municipality may refuse or alter any advertising material submitted by the Advertiser for display if the Municipality deems such material objectionable, or for any reason undesirable, without limiting the generality of foregoing, the Advertiser agrees that all advertising will comply with Canadian Code of Advertising Standards of the Canadian Advertising Advisory Board.
4. The Municipality will provide general maintenance for the advertisement including regular cleaning. The maintenance and service of the advertising material due to general wear and tear is the responsibility of the Advertiser and the Municipality shall not be responsible for any damage or destruction to the advertising material whatsoever unless caused by the negligence of the Municipality.
5. At the end of the advertisement term the opportunity for advertisement will be made available via RFP. However, the current Advertiser will have the right of first refusal to any new bids made for the advertisement space.
6. Should an Advertiser wish to cancel their agreement they shall provide the Municipality with 90 days' notice. A cancellation fee of 10% of outstanding total annual bid per annum remaining.

### **2.2 General Terms and Conditions**

The following terms and conditions are deemed accepted by all applicants in response to this RFP and are deemed incorporated into every contract resulting from this RFP:

1. Telephone, or facsimile submissions in response to this RFP will not be accepted. Late submissions in response will also not be accepted. Submissions that are incomplete or illegible or contain reservations or irregularities of any kind may be rejected.
2. This RFP, each submission, and the Project itself are each subject to the provisions of all applicable Federal, Provincial and Municipal laws, statutes, regulations and by-laws including:

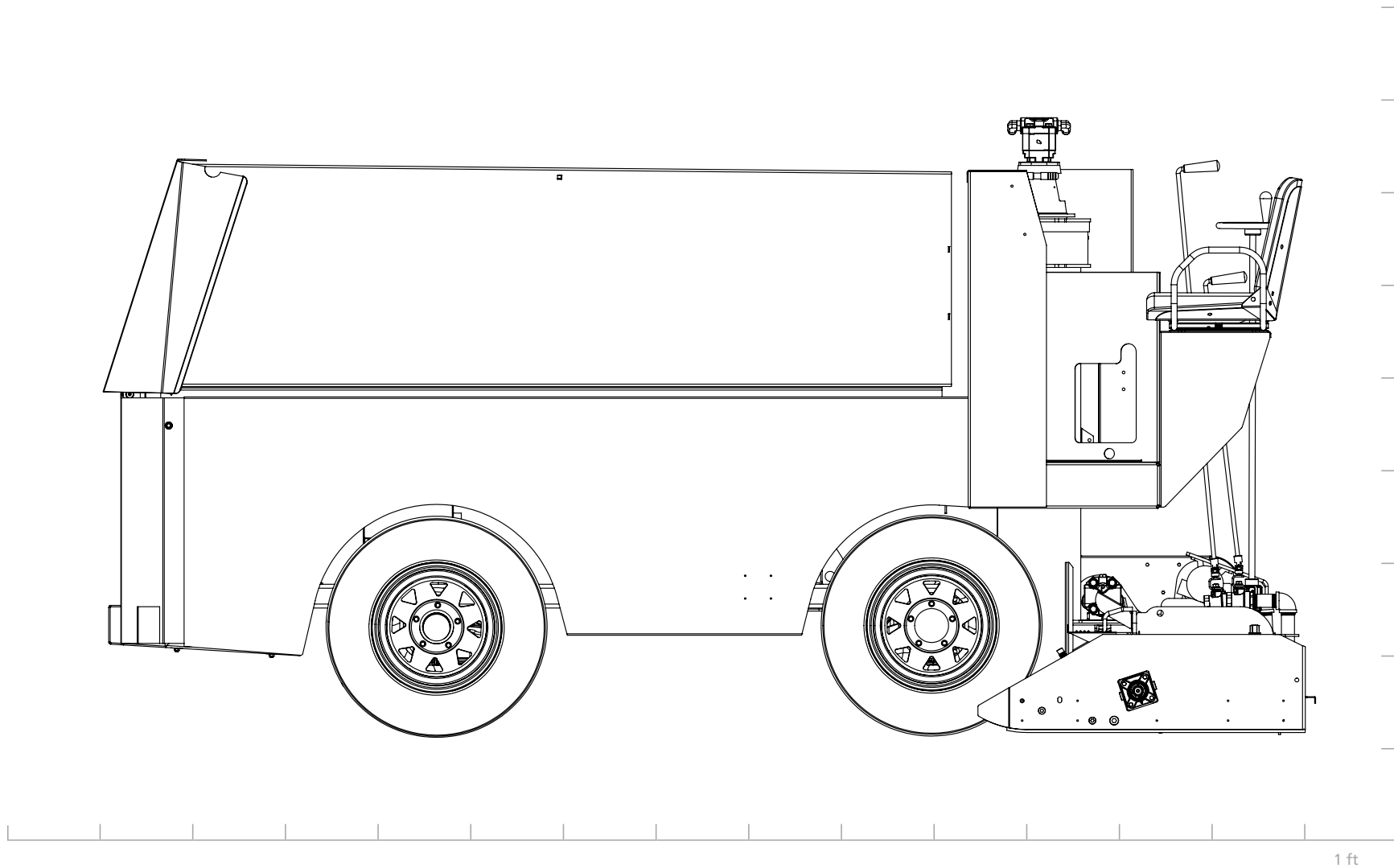


The Municipal Freedom of Information and Privacy Act, RSO 1990, c. M54; Occupational Health and Safety Act, R.S.O. 1990, c.O.1. Each applicant warrants that they have the experience training and equipment to ensure all work performed under the contract is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and is fully responsible for the health and safety of all employees and others present on the site. Each applicant also acknowledges that the Municipality is relying on this warranty in its decision to award the contract to the applicant

Ontarians with Disabilities Act, 2001, S.O. 2001, c.32, section 13 of which statute states:

*In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.*

3. In cases of dispute as to whether or not deliverables meet the requirements of the Municipality of South Dundas, an agent will be appointed by the Municipality of South Dundas to finalize a decision of such which will be final and binding.
4. The Municipality is not under any obligation to award this RFP and may elect to terminate this RFP at any time. If a contract is awarded, the Municipality will notify the successful Applicant in writing that it has been awarded the contract. The Municipality reserves the right to enter into direct contract negotiations with the successful applicant regarding works outside the scope of this RFP regarding the assessment.
5. It is understood that the Municipality has made no representations, covenants, warranties, guarantees, promise or agreement, oral or otherwise with the Advertiser other than those contained in this contract.
6. The terms of this agreement may be amended from time to time by mutual agreement, but no such amendment shall be valid unless expressed in writing and authorized by all parties.
7. Advertisements may not be assigned, sublet, or leased to another party by the Advertiser without written consent of the Municipality.

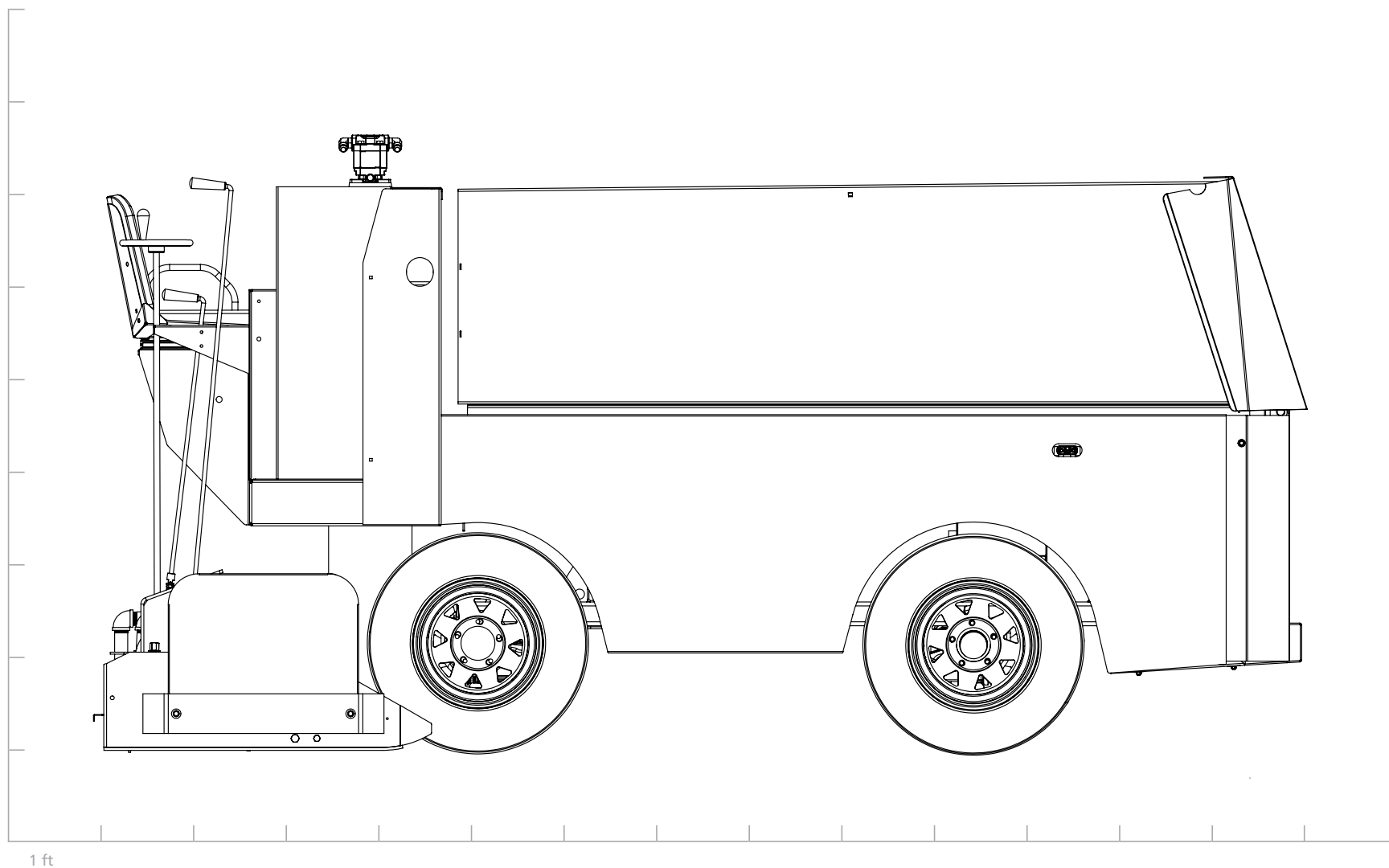


## Machine Line Drawings for Reference

**ZAMBONI**

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**MODEL  
450**

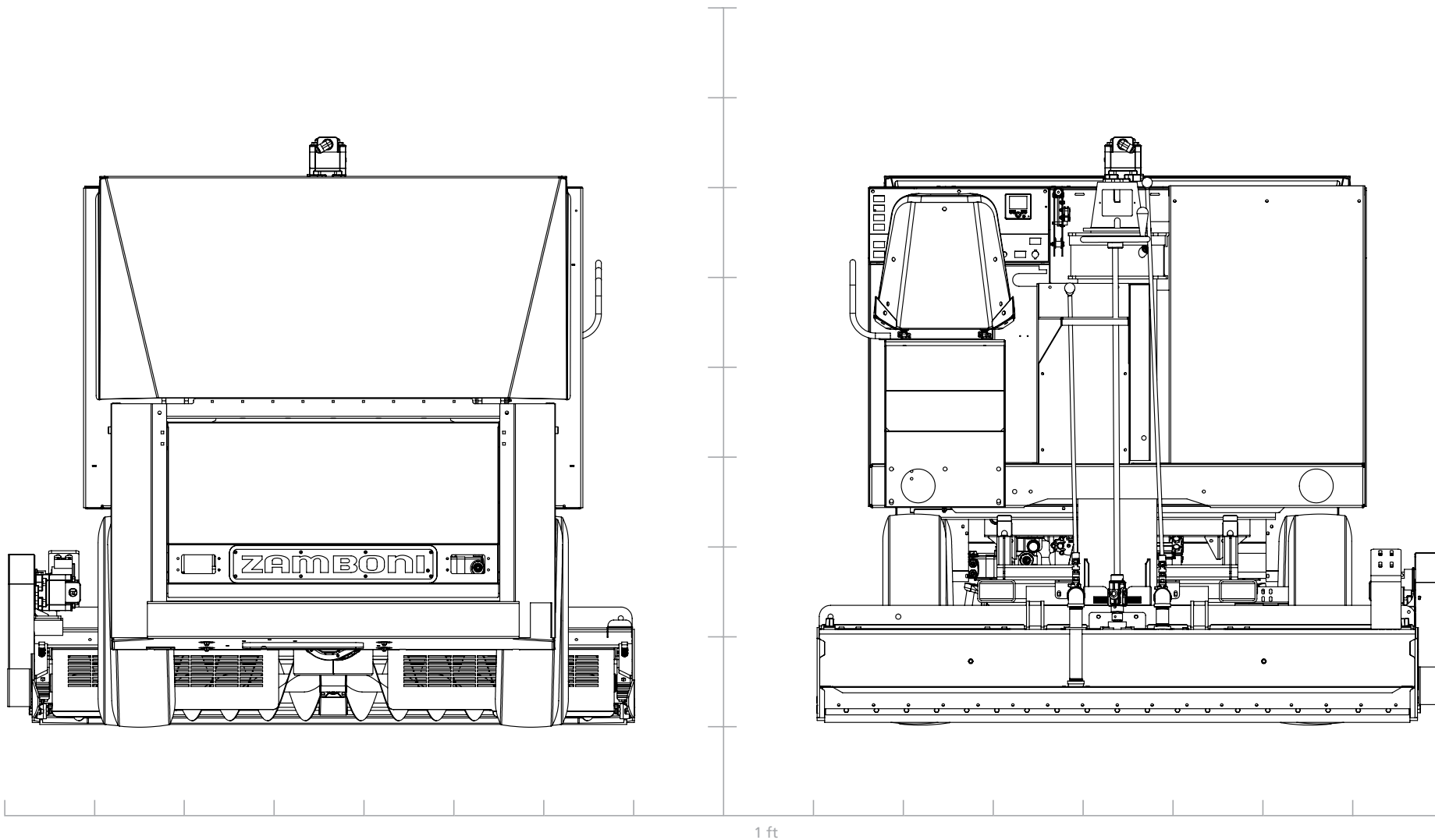


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**MODEL  
450**



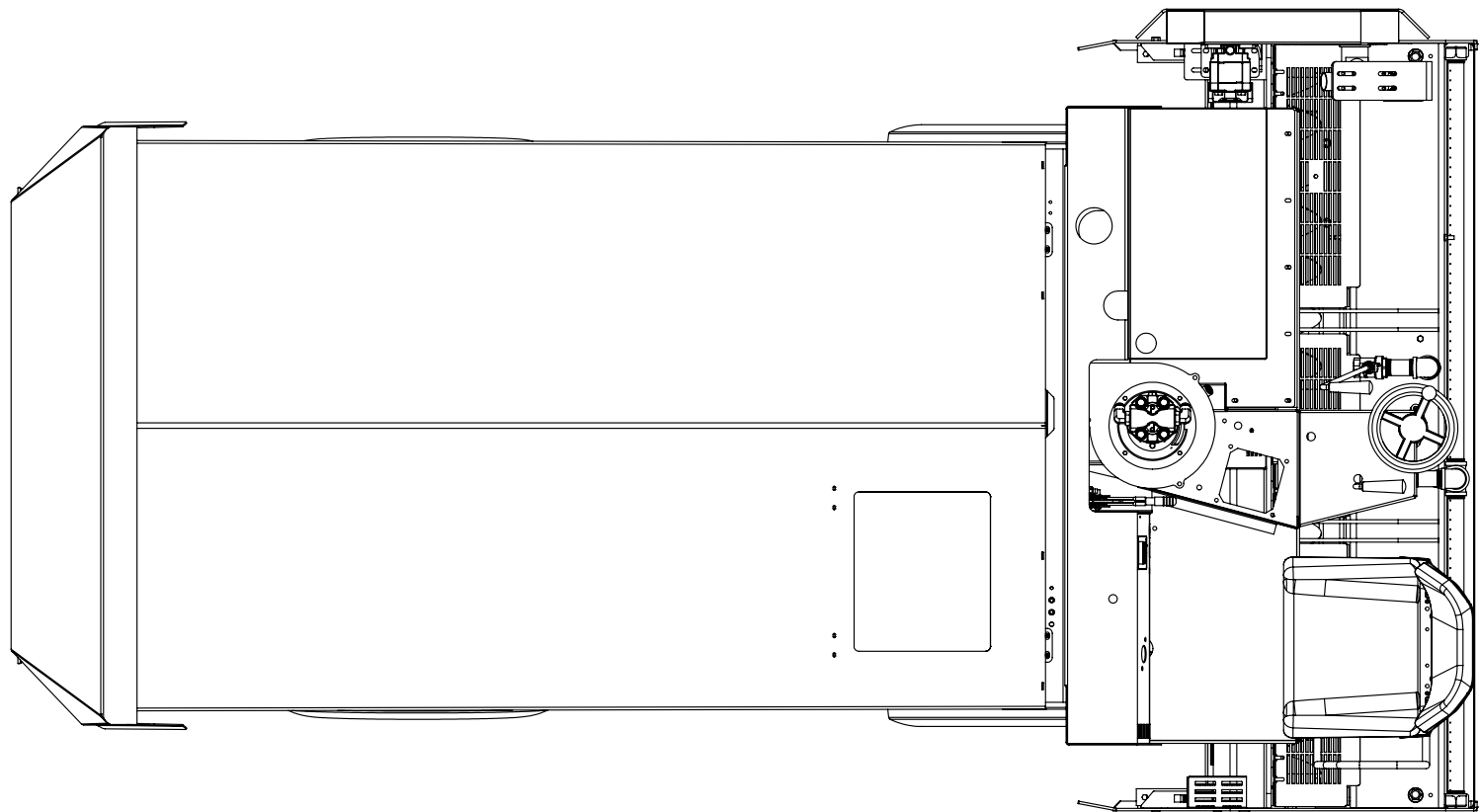
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**MODEL  
450**





1 ft

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**MODEL  
450**

These references should be considered as approximate so for accurate measurements, you should examine and measure the machine you intend to wrap/decal.

Following are some of the notable differences between our 500 series machines:

- seat support assembly
- dash
- vertical auger housing motor mount
- fiberglass lid indents
- fiberglass side covers
- fuel tanks (LPG)

Some machines may have a plow mounting apparatus on the front which may obscure part of the front panel. The engine compartment grill(s) should not be covered with decals as it will cause the engine to overheat. All safety labels should be left uncovered or replaced once the wrap/decal is in place.

Should you have any questions, please feel free to contact us.

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**MODEL  
450**