



MUNICIPALITY OF SOUTH DUNDAS

**REQUEST FOR
VOLUNTEERS**

**Pop-up Shop
Design &
Painting**

Application Deadline April 19, 2024, at 4:30 p.m.

COMMUNICATIONS NOTICE

An Application Form MUST BE submitted with all responses.

For any questions related to this program/opportunity or for clarification on completing an application, contact:

Tia Fraser-Dupuis
Acting Economic Development & Communications Officer
Municipality of South Dundas
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613-543-2673

Overview and Goals

The Municipality of South Dundas invites applications from local artists, individuals, businesses, and non-profits who are interested in painting our Pop-Up Shop(s).

The Pop-up Shops can be painted in the vision of the artist with approval of the Municipality. The Municipality is looking to have the shops painted with both attractive colours and/or in a form that is unique, eye catching. Artists will be able to have display their organizations art and painting efforts on the popup shop with approval of the Municipality.

Scope of Work

There are four (4) pop-up shops which are available to they can be located in either Morrisburg or Iroquois for the work to take place.

The pop-up shops are 8ft x 8ft and below is a photo of them.



The Municipality will be responsible for:

- Pressure washing for preparing the surface for painting.
- Coordination of timing and location with the application
- Supply of all painting materials required to complete the work.

The application will be responsible for:

- Design of the artwork for approval
- Coordinating the timing and completion of the work with the Municipality
- Providing all the labour to complete the artwork or painting.
- Painting the entire popup shop exterior.
- Ensuring that all work is completed to Health & Safety Requirements of the Municipality to be coordinated with successful applicants.

Timing

Applicants have until 4:30 p.m. on April 19, 2024, to submit an application to the Municipality.

The Municipality would like to complete the work program by not later than May 31, 2024.

Insurance

The Municipality carries an Accident policy on volunteers while on duty who are under the age of 80. This would cover the volunteer if they were injured while carry out duties on behalf the Municipality. A volunteer is a person who is not an employee of the Municipality and who donates their work and acts at the direction of and within the scope of duties determined by the Municipality and is not paid a fee, salary, or other compensation by the Municipality or any else for their work. All Volunteers shall coordinate with the Staff Liaison to ensure that they are listed as a volunteer to ensure they are covered by Volunteer Insurance.

General Terms and Conditions

Privacy and Freedom of Information

All submissions and attached materials received in response to this RFP are deemed to be the property of the Municipality of South Dundas as of the date of their submission except to the extent they are protected as third-party material under applicable privacy law. The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA or the Act) applies to all tenders, quotations and proposals submitted to the Municipality of South Dundas. Tenders, quotations and proposals will be received in confidence and are subject to the disclosure requirements of the Act. Pursuant to orders made by the Information and Privacy Commissioner/Ontario, the Municipality shall not withhold the following information from tenders, quotations or proposals, if requested through the MFIPPA process by any person or business:

Applicants should identify any portions of their tender/quotation/proposal which contain a trade secret, scientific, technical, financial, commercial or labour relations information supplied in confidence, and which will cause harm if disclosed. The Municipality of South Dundas cannot ensure that any given portion of any materials received in response will not be ordered released under MFIPPA.

Award

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.

Volunteer Acknowledgement

I understand that I am applying for volunteer work for the Municipality of South Dundas. I understand certain volunteer positions have some risk. While South Dundas strives to reduce these risks, they can never be completely eliminated. In consideration of volunteer accepting this application, the undersigned, on my own behalf and the behalf my heirs, executors, administrators, and assigns, hereby releases The Municipality of South Dundas, its directors, employees, volunteers and agents from any and all claims, demands, damages, actions or causes of action. The Municipal does carry a liability insurance policy which extends to volunteer worker as an additional Insured while carrying out their duties on behalf of the Municipality. Municipal Liability extends coverage to protect the volunteer if a third party brings a claim against the volunteer alleging their negligence caused bodily injury or property damage subject to the policy terms, conditions and exclusions.

I agree to maintain the highest standards of confidentiality with respect to any information obtained regarding Residents or Staff during my volunteer work. I agree to notify South Dundas Staff, as soon as possible, when circumstances necessitate my absence (holidays, illness, etc.).