Request for Proposals

2026 – RFP01 – Floating Docks and Gangway

Hartland, New Brunswick

Request for Proposals No.: 2026- RFP01 - Floating Docks and Gangway

Issued: January 6, 2026

Submission Deadline**: January 22, 2026** 4:00 p.m., ADT

TABLE OF CONTENTS

PART 1 – INTRODUCTION 3
1.1 Invitation to Proponents 3
1.2 RFP Contact Person 3
1.3 Type of Contract for Deliverables 3
1.4 No Guarantee of Volume of Work or Exclusivity of Contract 3

PART 2 – THE DELIVERABLES 4
2.1 Description of Deliverables 4

PART 3 – EVALUATION OF PROPOSALS 5
3.1 Timetable 5
3.2 Submission Instructions 5
3.3 Stages of Proposal Evaluation 5

PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS 8
4.1 General Information and Instructions 8
4.2 Communication after Issuance of RFP 8
4.3 Prohibited Conduct 9
4.4 Procurement Process Non-binding 9

APPENDIX A – SUBMISSION FORM 11
APPENDIX B – PRICING FORM 13
APPENDIX C – REFERENCE FORM 15
APPENDIX D – RFP PARTICULARS 16
A. The Deliverables 16
B. Evaluation Criteria 19
C. Submission Requirements 20

PART 1 – INTRODUCTION

1.1 Invitation to Proponents

(1) This Request for Proposals ("**RFP**") is an invitation by The Town of Hartland (the "Town") to prospective proponents to submit proposals for the provision of Floating Docks and Gangway and Associated equipment as further described in Part 2 – The Deliverables (the "**Deliverables**").

1.2 RFP Contact Person

(1) For the purposes of this procurement process, the "**Town Contact**" shall

be: Michelle Derrah
Director of Communications & Development
Town of Hartland
Email: michelle.derrah@townofhartland.com

1.3 Type of Contract for Deliverables

(1) The Town will issue a Supply Agreement to the successful proponent for the scope of services in this request for proposal.

1.4 No Guarantee of Volume of Work or Exclusivity of Contract

(1) The Town makes no guarantee as to the value or volume of the Deliverables. The contract to be entered with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Town may contract with others for same or similar to the Deliverables or may obtain the same or similar to the Deliverables internally.

[End of Part 1]

PART 2 – THE DELIVERABLES

2.1 Description of Deliverables

(1) This RFP is an invitation to submit offers for the provision of Floating Docks, Gangway and associated equipment, as further described in Appendix D – RFP Particulars – Section A - The Deliverables.

[End of Part 2]

PART 3 – EVALUATION OF PROPOSALS

3.1 Timetable

(1) The RFP timetable is tentative only and may be changed by the Town at any time.

Issue Date of RFP	January 6, 2026
Deadline for Questions	January 13, 2026
Deadline for Issuing Addenda	January 20, 2026
Submission Deadline	January 22, 2026
Rectification Period	3 Business Days
Evaluation	Complete within 2 weeks of closing
Anticipated Deadline for Selection of Highest Ranked Proponent	February 11, 2026

3.2 Submission Instructions

(A) Proposals Should Be Submitted by email to:

Michelle.Derrah@townofhartland.com

(506) 375-4357 ext. 211

Attention: Michelle Derrah

.

(B) Proposals Should Be Submitted on Time

(C) Amendment of Proposals

(1) Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment by email prior to closing.

(D) Withdrawal of Proposals

(1) At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To affect a withdrawal, a notice of withdrawal must be sent to the Town Contact and must be signed by an authorized representative.

3.3 Stages of Proposal Evaluation

(1) The Town will conduct the evaluation of proposals and selection of the highest ranked proponent in the following three stages described in further detail below:

(a) Stage I – Mandatory Requirements and Rectification
(b) Stage II – Evaluation of Rated Criteria and Pricing
(c) Stage III – Selection and Final Negotiation

(A) Stage I – Mandatory Requirements and Rectification

Submission and Rectification Period

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Proposals satisfying the mandatory requirements during the Rectification Period, as described in Part 3 – Section 3.1 – Timetable will proceed to Stage II. Proposals failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that the Town issues its rectification notice to the proponents.

Mandatory Submission Forms

Other than inserting the information requested on the mandatory submission forms set out in this RFP, a proponent may not make any changes to any of the forms.

Submission Form (Appendix A)

Each proponent must complete the Submission Form and include it with their technical proposal. The Submission Form must be signed by an authorized representative of the proponent.

Pricing Form (Appendix B)

Each proponent must complete the Pricing Form and include it with their financial proposal. The Pricing Form must be completed according to the instructions contained in the form. Fees must be provided in Canadian funds, inclusive of all costs, shipping to Hartland, applicable duties, overhead, and insurance costs, except for HST/GST.

Reference Form (Appendix C)

Each proponent must complete the Reference Form and include it with its technical proposal.

Other Mandatory Requirements

Each proposal must:

(a) Be in English.

(b) Be for the entire scope of work as described in Appendix D – Section A - The Deliverables. Incomplete proposals or proposals for only part of the Deliverables described in Appendix D shall be disqualified.

(B) Stage II – Evaluation of Rated Criteria and Pricing

Stage II will consist of a scoring by the Town of each qualified proposal on the basis of the rated criteria and the pricing in accordance Appendix D – Section B – Evaluation Criteria.

(C) Stage III – Selection and Final Negotiation

Once the proposals have been evaluated as per Stage II, the top-ranked proponent may be selected to enter into direct negotiations.

During the negotiation, the Town may provide the top-ranked proponent with any additional information and may seek further information and proposal improvements. After the negotiation, the top-ranked proponent may be invited to revise its initial proposal and submit its Best and Final Offer (BAFO) to the Town.

[End of Part 3]

PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

(A) Proponents to Follow Instructions

(1) Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable part, section, subsection or paragraph numbers of this RFP.

(B) Proponents Shall Bear Their Own Costs

(1) The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, and/or presentations.

4.2 Communication after Issuance of RFP

(A) Proponents to Review RFP

(1) Proponents shall promptly examine all of the documents comprising this RFP, and

(a) Shall report any errors, omissions or ambiguities; and

(b) May direct questions or seek additional information in writing by email to the Town Contact on or before the Deadline for Questions. The Town is under no obligation to provide additional information, and the Town shall not be responsible for any information provided by or obtained from any source other than the Town Contact.

(2) It is the responsibility of the proponent to seek clarification from the Town Contact on any matter it considers to be unclear. The Town shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

(B) All New Information to Proponents by Way of Addenda

(1) This RFP may be amended only by an addendum in accordance with this subsection. If the Town, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this RFP.

(2) Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Town. Addenda may be obtained by emailing or calling the Town Contact. In Appendix A, proponents should confirm their receipt of all addenda by setting outthe number of each addendum in the space provided.

(C) Post-Deadline Addenda and Extension of Submission Deadline

(1) If any addendum is issued after the Deadline for Issuing Addenda, the Town may at its discretion extend the Submission Deadline for a reasonable period of time.

4.3 Prohibited Conduct

(A) Proponent Not to Communicate with Media

(1) A proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the Town Contact.

(B) No Lobbying

(1) A proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent.

(C) Illegal or Unethical Conduct

(1) Proponents shall not engage in any illegal business practices, including but not limited to,activities such as bid-rigging, price-fixing, bribery, fraud or collusion. Proponents shall not engage in any unethical conduct, including but not limited to, other inappropriate communications, offering gifts to members of Common Council, employees, officers or other representatives of the T o w n , deceitfulness, submitting proposals containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

4.4 Procurement Process Non-Binding

(A) No Contract and No Claims

(1) The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by law applicable to direct commercial negotiations.

(2) For greater certainty and without limitation:

(a) Neither the proponent nor the Town shall have the right to make any claims (in contract, tort, equity or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to this RFP.

(B) No Contract until Execution of Written Contract

(1) The RFP process is intended to identify the highest ranked proponent for the purposes of entering into a contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and the Town by the RFP process until the issuance of a Supply Agreement for the acquisition of such goods and/or services.

(C) Cancellation

(1) The Town may cancel or amend the RFP process without liability at any time.

[End of Part 4]

APPENDIX A – SUBMISSION FORM

(A) Proponent Information

Please fill out the following form, and name one person to be the contact for your response to this RFP response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFP Contact Person and Title:	
RFP Contact Phone:	
RFP Contact Facsimile:	
RFP Contact E-mail:	

(B) Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the Town and the selected proponent have executed a Supply Agreement.

(C) Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the prices set out in the Pricing Form.

(D) Mandatory Forms

The proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form	
Pricing Form	
Reference Form	

Notice to proponents: There may be forms required in this RFP other than those set out above. See the Mandatory Requirements section of this RFP for a complete listing of mandatory forms.

(E) Non-Binding Price Estimates

The proponent has submitted its fees in accordance with the instructions in this RFP and in the Pricing Form set out in Appendix B. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

(F) Addenda

The proponent is deemed to have read and accepted all addenda issued by the Town prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent confirms that it has received all addenda by listing the addenda numbers, or, if no addenda were issued, by writing the word "None", on the following line:_____. Proponents who fail to complete this section will be deemed to have received all posted addenda.

(G) No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

(H) Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if requiredby order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Town to the Town's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

_____	_____
Signature of Witness	Signature of Proponent Representative
_____	_____
Name of Witness	Name
	_____
	Title
	_____
	Date

I have the authority to bind the proponent.

APPENDIX B – PRICING FORM

(A) Pricing Form

(1) Complete the following table to provide pricing for the supply/provision options for floating docks, gangway and equipment Proposal 2026 – RFP01 Floating Docks and Gangway, **and exclusive of HST/GST**. Items 1 and 7 are optional (wood or plastic) for selection preference by the Town.

Item	Qty	Description	Product Name/Model	Total Price
1A	8	Pressure Treated Wood Floating Docks 8'x16' w/connectors		$
1B	13	HDPE Floating Docks 5'x10' w/2 H beam connectors each, all necessary SS washers, nuts and bolts		$
2	4	Corner Portals (Channel Post)/Brackets (Heavy duty Anchor Pin) system for mooring chains		$
3	3	High Quality Corner Bumpers		$
4	80'	High Quality, High Density Black Bumpers		$
5	13	High Quality Solar Lights		$
6	1	Aluminum Gangway 6'x24' w/railings, piano hinge for attachment to conc. pier abutment and ramp apron walkway 60"w with wide heavy-duty rollers		$
7A	24'	HDPE decking for Gangway 6'w		$
7B	24'	Pressure Treated Wood decking W slip resist for Gangway 6'w		$

8	140’	Mooring Chains and clamps		$
9	1	Accessible transition dock for kayaks including all connecting accessories to connect to selected dock system		$
10	12	Heavy duty mooring Cleats suitable for selected dock type		$
11	248’	Toe Rail security system on docks		$
12		Dock ladder assembly for end of selected system dock		$
Delivery time: Product shall be delivered by March 31, 2026, fabricated gangway delivery by May 30, 2026. Request for Deposit on orders will be considered by the Town.				

The tendered prices for all materials to include pick-up, transportation, delivery, duty, fuel surcharge and any other charges incurred in order to provide required materials and/or services.

Supplier to provide warranty information and product catalog data sheet/picture of each item quoted.

APPENDIX C – REFERENCE FORM

Each proponent is requested to provide three references from clients who have obtained similar goods or services to those requested in this RFP from the proponent in the last two years.

Reference #1

Company/Person Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company/Person Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company/Person Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

APPENDIX D – RFP PARTICULARS

(A) The Deliverables

(1) See attached Drawings

(2) DURATION

This agreement will be for a term of one year with a possible one (1) year extension option upon mutual agreement with the current supplier and at the Town's option.

(3) PAYMENT

Payment shall be based on Net 45 Days from date of invoice or receipt of goods, whichever is later. Invoices can **either** be mailed to: Town of Hartland, Accounts Payable Department, 31 Oser Street, Hartland, NB, E7P1R4 **or** by email to the Accounts Payable department (office@townofhartland.com). Vendors are to ensure invoices are not sent both ways.

(4) FREIGHT AND DELIVERY

Please quote your net price on each of the commodity(s) F.O.B. delivered to Town of Hartland.

The proposed prices for all materials and/or services are to include pick-up, transportation, delivery, duty,fuel surcharge and any other charges incurred in order to provide the required materials and/or services.

(5) SPECIFICATION SHEETS AND WARRANTY

Specification sheets along with warranty information and any limiting conditions must be submitted with the proposal.

(6) TERMINATION OF THE CONTRACT

The Town reserves the right to terminate the contract at any time during the course of this agreement. In such an event, payment will be made only for the product received up to the time of termination.

(7) BASIS FOR AWARD

The Town does not bind itself to accept the lowest or any proposal submitted but reserves the rightto accept any proposal deemed to be in its best interest. The Town also reserves the right to split this contract between two or more proponents based upon the overall best value to the Town.

(8) NO GUARANTEE

The Town makes no guarantee as to the value or volume of the Deliverables. The quantities stated herein reflect the anticipated requirements of the Town; however, the Town reserves the right to purchase more or less than the total quantity stated.

(9) RESERVED RIGHTS

The Town reserves the right to:

a) Reject an unbalanced Proposal. For the purpose of this section, an unbalanced Proposal is a Proposal containing a unit price which deviates substantially from, or does not fairly represent, reasonable and proper compensation for the unit of work bid or one that contains prices which appear to be so unbalanced as to adversely affect the interests of the Town. The Town reserves the right to use Proposals submitted in response to other like or similar Requests for Proposals as a guideline in determining if a proposal is unbalanced.

b) Amend or modify the scope of a project, and/or cancel or suspend the Proposal Solicitation at any time for any reason.

c) Require proponents to provide additional information after the Closing Date for the Proposal Solicitation to support or clarify their proposals.

d) Not accept any or all proposals.

e) Not accept a proposal from a proponent who is involved in litigation, arbitration or any other similarproceeding against the Town.

f) Reject any or all proposals without any obligation, compensation or reimbursement to any proponent or any of its team members.

g) Withdraw a Proposal Solicitation and cancel or suspend the Proposal Solicitation process.

h) Extend, from time to time, any date, any time period or deadline provided in a Proposal Solicitation (including, without limitation, the Proposal Solicitation Closing Date), upon written notice to all proponents.

i) Assess and reject a proposal on the basis of
   i. Information provided by references;
   ii. The proponent's past performance on previous contracts;
   iii. Information provided by a proponent pursuant to the Town exercising its clarificationrights under the Proposal Solicitation process;
   iv. The proponent's experience with performing the type and scope of work specifiedincluding the proponent's experience;
   v. Other relevant information that arises during a Proposal Solicitation process.

j) Waive formalities and accept proposals which substantially comply with the requirements ofthe Proposal Solicitation.

k) Verify with any proponent or with a third party any information set out in a proposal.

l) Disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information.

m) Disqualify any proponent who has engaged in conduct prohibited by the Proposal Solicitation documents.

n) Make changes including substantial changes to the proposal documents provided that those changes are issued by way of an addendum in the manner set out in the Proposal Solicitation documents.

o) Accept any proposal in whole or in part.

p) And these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the Town shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any proponent or any third party resulting from the Town exercising any of its express or implied rights under a Proposal Solicitation.

(10) LIMITATION OF LIABILITY AND WAIVER

In every Proposal Solicitation, the Town shall draft the documents such that each proponent, by submitting a proposal, agrees that:

a) Neither the Town nor any of its employees, agents, advisers or representatives will be liable, under any circumstances, for any claims arising out of a Proposal Solicitation process including but not limited to costs of preparation of the proposal, loss of profits, loss ofopportunity or any other claim.

b) The proponent waives any claim for any compensation of any kind whatsoever including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reasonof the Town's decision to not accept the proposal submitted by the proponent, to award a contract to any other proponent or to cancel the Proposal Solicitation process, and the proponent shall be deemed to have agreed to waive such right or claim.

(B) Evaluation Criteria

(1) The following is an overview of the categories and weighting for the rated criteria relevant to the evaluation of proposals under this RFP.

STAGE II OF EVALUATION PROCESS	SCORING (POINTS)
Quality and Completeness: • **Has the proponent addressed all of the needs identified?** • **Is the proposal presented in an organized and professional manner? Have SPEC Sheets and WARRANTY information been submitted.**	10
Specifications and Quality: • **Meet/exceed Specifications outlined (Spec Sheets).** • **Warranty Information provided.** • **Delivery timeframe.**	40
Cost: • **Cost will be a factor, however, neither the only factor nor the determined factor, in the evaluation of the proposals.** • **The financial proposal shall include:** ○ **Pricing Form**	50
TOTAL POINTS FOR STAGE II	**100**

(C) Submission Requirements

(1) Proponents should include the following information in respect of each of the rated criteria:

(a) Quality and completeness – 10 Points

i. Has the proponent addressed all of the needs identified and is the proposal presented in an organized and professional manner, have specification sheets and warranty information been provided?

(b) Specifications and Quality – 40 Points

i. Meet/exceed specifications outlined (specifications sheets);
ii. Warranty information;
iii. Delivery timeframe.

(c) Cost (Financial Proposal) – 50 Points

i. completed Pricing Form as provided in Appendix B;

ii. proposed cost for the Deliverables, as described in Appendix D – Part A – The Deliverables;