

Community Living Essex County

Commercial mortgages – Request for Quotation (RFQ)

April 27, 2023

372 Talbot St. N.

Essex, Ontario

N8M 2W4

519-776-6483 ext. 243

Attention: Gary Belanger, Director Finance

Purpose

Community Living Essex County aims to identify the most competitive Organization with expertise and experience in providing commercial mortgage / loans.

Community Living Essex County wishes to ensure that the purchase of the above products and services is done in a fair, transparent manner and that the agency obtains the best value for its investment.

Companies with demonstrated experience are invited to respond to this RFP.

Overview

Community Living Essex County is a not-for-profit organization providing supports and services to people with intellectual disabilities. The organization's central hub for administrative services is located in Essex. With over 60 residential support locations spread across the county including: Comber, Cottam, Essex, McGregor, Harrow, Belle River, LaSalle, Amherstburg, Kingsville and Leamington, each with their own team of staff, we provide 24/7 services to 3-5 people per home. We also have resource and respite locations within the County to better support individuals and families. Approximately 53 of these properties are owned by Community Living Essex County; of which 16 have current mortgages.

Products / Services being Requested

At this time, Community Living Essex County (the Agency) is seeking mortgage terms, for one of Five (5) Current mortgages renewing this Fiscal Year, commencing June 27th, 2023.

Details of Current Mortgage being Financed – Exhibit "A"

Location	Renewal Date	First Payment Date	Mortgage/Loan Amount	Amortization Period
5400 Lakeshore Rd. 305, Lakeshore, ON, N0R 1J0	June 27, 2023	July 27, 2023	\$239,930.77	10 Years

EXHIBIT "B"

Pertaining to the Mortgage renewal, we request that you please quote the following options:

Term	Interest Rate	Monthly Payment (principal and interest)
6 Month closed		
1 year closed		
2 year closed		
3 year closed		
4 year closed		
5 year closed		
7 year closed		
5 year variable rate open		
5 year variable rate closed		

Company

Contact Person

Telephone No.**Email Address:**

Dated this day of , 2023.

I have the authority to bind the corporation.

Signature

Name (please print)

Submission of Questions or Requests for Clarifications

Respondents must communicate only with Gary Belanger, Director Finance. All questions or requests for clarification must be submitted to Gary Belanger via email (gbelanger@communitylivingessex.org). The subject line of the email must clearly indicate “Commercial Mortgages – RFQ”.

All scope related questions and requests for clarification must be submitted no later than 4:00PM local time on May 12, 2023. No telephone calls or e-mails will be accepted after this date unless the questions are general in nature.

Downloadable RFQ Documents

Respondents may download the RFQ and any future addenda from the agencies website at the following URL address: www.communitylivingessex.org

After downloading the RFQ, the Respondent must contact Gary Belanger, Director Finance by email. This is to ensure that all addendums and answers to questions are forwarded to all interested respondents.

The agency accepts no responsibility for the timely delivery of materials or for alerting Respondents on posting to their website information related to the RFQ. Under no circumstances shall failure to obtain clarifications and/or addenda relieve a Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing a Proposal. Furthermore, failure to obtain any clarification and/or addendum shall not be valid grounds for a protest against award(s) made under this RFQ.

Deadline and Procedures for Submitting Proposals

To be assured of consideration, Proposals must be hand delivered to the reception desk before the date and time indicated below:

Community Living Essex County

372 Talbot Street North

Essex, ON, N8M 2W4

Marked "Commercial Mortgages – RFQ"

Attention: Gary Belanger, Director Finance

Bids may also be delivered by email to gbelanger@communitylivingessex.org. A confirmation email will be sent to confirm email submissions were received.

Bids will be received before 12:00:00 p.m. local Friday, May 19, 2023.

The time on the digital clock at the reception counter shall be considered the official time for bidding purposes. The agency may not accept Proposals that are not received by the date and time set forth in the RFQ. No additional or missing documents will be accepted after the due date and time.

Failure by any delivery service to meet the deadline will not excuse the Respondent from the deadline requirement. The company name, contact name, time and date of submission will be recorded. Proposals submitted after the tender period has elapsed will be returned unopened. It is the Respondent's sole responsibility to ensure that the Proposal is received as required.

The RFQ must bear the original signature of Respondent's authorized signatory.

Procurement Timetable

	Due Date
RFQ Issued	April 27, 2023
Pre-Proposal Questions	On or before Friday, May 12, 2023 at 4:00 p.m.
Proposals Due	On or before Friday, May 19, 2023 at 12:00:00 p.m.
Tender Opening	Tuesday, May 23, 2023 at 2:00 p.m.
Target Start Date	June 27, 2023

Proposal Requirements

Each Proposal must contain all of the following documents and must conform to the following requirements:

- 1.) Completion of Exhibit B, for each of the mortgages referenced in Exhibit A.
- 2.) Supporting documents
- 3.) Respondent's legal name, headquarters address, principal place of business, and legal form (ie. Corporation, joint venture, partnership);
- 4.) Name, address, email address, and telephone number(s) of the principal contact
- 5.) Statement on company letter that the respondent agrees to comply with all insurance requirements, WSIB legislation, confidentiality requirements and declare any conflicts of interest.

Pricing Proposal

Respondents are required to provide complete pricing in Exhibit "B". For purposes of comparing costs between Respondents, Respondents must complete full pricing in Exhibit "B", as requested. In addition, Respondent may propose an alternative terms for consideration which must be listed separately and not part of the core items requested.

Tendered pricing on commercial mortgages must be held until June 27, 2023.

Respondents must apply any discounts as a result of Community Living Essex County being a charitable not-for-profit organization. All pricing must be inclusive of these discounts.

Proposal Evaluation

An Evaluation Committee, made of representatives from Community Living Essex County's management team will review and score the Proposals, as described below.

- Consider the completeness of the Respondent's proposal. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the EC, be rejected from further consideration

- Evaluate the extent to which a Respondent's proposal meets the requirements set forth in the RFQ. This will include a detailed analysis of the Respondent's qualifications, experience, preliminary pricing proposal and any other factors the Evaluation committee deem necessary.

The agency reserves the right to seek clarification of any information that is submitted by the Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration. The agency reserves the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

Evaluation Criteria

The proposals will be evaluated on a 100 point scale as follows:

Price – 95 points

Industry Experience – 5 points

- More than 15 years – 5 points
- 5 to 15 years – 3 points
- 2 to 5 years – 1 point
- 0 to 2 years – 0 points

Selection Process

After the evaluation committee completes its review of Proposals and scores them as per the point scale outlined above the bid that receives the highest evaluated score and meets all mandatory requirements will be declared the successful bid.

In the event of a tie in total points, the lowest submitted price of the tied bidders shall be considered the successful bid.

Award Process

A contract formally defining the terms of the tender must be signed by all parties before the successful bidder supplies the product/services in the tender.

Confidentiality

Confidential information will only be disclosed if the agency is obligated to do so.