



TOWNSHIP OF ADELAIDE METCALFE PROPOSAL REQUEST

Proposal Number:	AM-Q2026-01
Proposal Title:	Sale of Former Metcalfe Schoolhouse, in Napier, Adelaide Metcalfe, ON.
Closing Date and Time:	April 16, 2026 @ 12:00:00 PM EST
Send Proposals and Enquiries to:	Middlesex County Procurement Services procurement@middlesex.ca or Township of Adelaide Metcalfe Administration Office 2340 Egremont Drive, RR #5 Strathroy, Ontario N7G 3H6 Office Hours: 8:30 to 4:30 Monday-Friday

THIS IS **NOT** A PURCHASE ORDER. THIS IS A REQUEST FOR INFORMATION AND PRICING AND DOES NOT CONSTITUTE AND OFFER.

PROPOSAL INSTRUCTIONS

1. Complete in full and email to the contact information above no later than the Closing Date provided. The time of receipt of the email by the contact above constitutes the time at which the Proposal is received by the Township. **Proposals received after the Closing Date and Time shall not be considered.**
2. Enquiries **must** be submitted to the email provided above. Answers to questions received shall only be provided in an Addendum to all participating respondents.
3. Addendums will be posted on the Township's website (www.adelaidemetcalfe.on.ca) which all Bidders are required to review prior to submission. If an Addendum is posted with less than forty-eight (48) hours prior to the Closing Date and Time, an extension may be granted at the Township's sole discretion.
4. Interested parties can request to receive email notification of the publication of Addendum's as they are posted by contacting Middlesex County Procurement services at procurement@middlesex.ca.

5. The Township reserves the right to accept or reject any and or all Proposals and/or to cancel this Proposal Request in part or its entirety for final cancellation or potential reissue either in advance of or following the receipt of Proposals without providing reasons, should such be determined by the Township to be in its best interest in its sole and absolute discretion. Should only one Proposal be received, the Township reserves the right to reject it.
6. The Township does not guarantee that any proposal will produce an award nor any contract for services will ultimately be approved and endorsed by the Township.

DESCRIPTION OF PROPOSAL REQUEST

The Township of Adelaide Metcalfe (the “**Township**”) is seeking Proposals from interested Bidders for the potential purchase or relocation of a building formerly known as the Metcalfe Schoolhouse (the “**Schoolhouse**”). The Schoolhouse is located on an unopened road allowance located at the end of Mary Drive off Napier Road in Adelaide Metcalfe, Ontario, as shown on the Location Map attached to this RFP as Appendix “C”. Bidders may propose to relocate the Schoolhouse, or request that the Township consider selling the Property that the Schoolhouse current resides on.

The “**Property**” is defined as the unopened road allowance that the Schoolhouse is located on that is owned by the Township. The Property is not serviced, and does not include public utility infrastructure such as water, wastewater, and gas. Electricity is available, however it will need to be reconnected.

The Property contains a one-story Schoolhouse building, which was built in the 1900’s as a one room schoolhouse. The Schoolhouse is approximately 1100 square feet in gross area. The exterior footing is poured concrete, the foundation walls and framing are concrete block, the exterior wall material is decorative masonry blocks, the roof style is a sloped rolled surface. The interior of the former Schoolhouse contains a main entrance at the front of the building. A front foyer entrance opens up into an open concept main room. The interior consists of hardwood flooring with plaster walls.

If Bidders are proposing to purchase the Schoolhouse to remain in its current location, Bidders are to recognize in their proposal that they wish to acquire the lands in which the Schoolhouse currently resides.

In submitting their Proposal, Bidders are to understand that any Proposal submitted will be subject to Township Council negotiating with the individual(s)/organization. Particulars of what an individual Bidder included within their Proposals may or may not be accepted as proposed at the sole discretion of Township Council.

DELIVERABLES

The opportunity for potential purchase of the Property which may be the unopened road allowance, or the relocation of the building to another property is conditional on:

- a) That the Property is purchased in an “as is” condition;
- b) Adelaide Metcalfe Council’s discretion to award this Proposal Request,
- c) A negotiated Agreement being approved at Municipal Council by Township Council following the successful Bidder’s proposal being accepted.

Viewing and Inspection:

All Bidders are encouraged to inspect the Property to assist them in making determinations for themselves as to what to include in their Submissions.

Bidder’s who wish to view inside the schoolhouse may arrange a visit by contacting Coulter Cahill, Public Works Manager, at (519)-247-3687 ext. 8206 or ccahill@adelaidemetcalfe.on.ca.

Viewing and inspection of the Property will be available during regular business hours for two one-week periods from:

- 1) March 9, 2026 to March 13, 2026, and
- 2) March 23, 2026 to March 27, 2026.

PROPOSAL SUBMISSION REQUIREMENTS

Respondents must complete and submit the following as part of their submission for this RFP:

a) Submission Form

Bidders must complete the Submission Form attached to this RFP as **Appendix “A”**.

b) Pricing Form

- i. Bidders must submit the Pricing Form attached to this RFP as **Appendix “B”**.
- ii. Prices quoted shall be for a firm fixed price without clauses or other qualifications for the Property. All pricing shall be expressed in Canadian currency.

PROPOSAL REQUEST EVALUATION

The basis for determining the Highest Scoring Respondent for potential Recommendation is the proposal that provides the best overall value as determined by the exercise of the Rated Requirements Best Value Evaluation Criteria. A Recommendation is limited, as defined herein.

Proposals to this RFP will be scored in accordance with the following scoring criteria:

<i>ITEM</i>	<i>RATED REQUIREMENTS EVALUATION CRITERIA (BEST VALUE)</i>	<i>EVALUATION WEIGHING</i>
1.	Submission Form (3a) 80 points	80%
2.	Proposal Price (3b) The formula to be utilized is as follow: Proponent's Proposal Price Divided By Highest Submitted Proposal Price Multiplied by the Evaluation Weighting 20 points	20%
TOTAL		100%

It is a Respondent's responsibility to carefully prepare their respective Proposal and ensure that such is submitted in the most favorable terms in order to reflect its best possible potential.

The Township may at its own discretion, request further information from any or all of the respondents to further assist in its evaluation.

All Respondent's will be notified of the Proposal Request's results if and when awarded.

Additional details are attached hereto.

APPENDIX "A"
SUBMISSION FORM

1. Name (in full):

.....

2. Address:

.....

3. Contact Information:

Telephone No:

Mobile No:

Email Address:

4. Requested Acquisition Date of the Property:

.....

.....

5. Intended Use of Property:

.....

.....

.....

.....

.....

.....

.....

.....

.....

6. Provide details of your timeline for your intended use of the property:

.....

.....

.....

.....
.....
.....

7. Identify and requirements or assistance that you are requesting of the Township regarding this purchase:

.....
.....
.....

8. If applicable, provide details of your plan for the removal of the Schoolhouse on the Property:

.....
.....

9. Do you agree to any potential purchase of the Property be in "as is" condition?

YES		NO	
-----	--	----	--

10. Do you confirm that the information provided in this Submission Form is accurate and correct?

YES		NO	
-----	--	----	--

Bidder Signature

Printed Name

Date

APPENDIX "B"

PRICING FORM

Pricing shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.

Unless otherwise indicated in the requested prices quoted by the Bidder must be all inclusive and must include any fees or other charges required by law.

Bidders hereby agrees to purchase the real property of the Seller, including all improvements and structures contained therein, and further described hereunder as follows (hereinafter "Property").

The purchase price for the Property shall be paid in full on the Closing Date.

Pricing Form	
Item	Total Property Purchase Price
Proposed Price	
Plus H.S.T. 13%	
Total (With H.S.T.)	

Bidder Signature

Printed Name

Date

APPENDIX "C"

PROPERTY MAP

