



**TOWN OF KINDERSLEY  
Request for Proposals (RFP)  
Long Term Borrowing**

Opening Date: April 24, 2024  
Closing Date: May 8, 2024

**1. OPPORTUNITY**

The Town of Kindersley is seeking proposals for its debt financing needs, specifically to finance a portion of the two million and five hundred twenty-seven-thousand-dollar (\$2,527,000.00) Cast Iron Watermain Replacement project.

**2. SCHEDULE**

Requests for Proposals issued – April 24, 2024

Proposal submission deadline – May 8 2024 by 4:00 pm (SK local time),

**3. BACKGROUND**

The Town of Kindersley is the municipal government entity of Kindersley, Saskatchewan. The Town of Kindersley has a population of 4,567 according to the 2021 Census of Population and is located in west central Saskatchewan. The Town's budget is approved annually by Council and is also subject to an annual audited review.

Attached is a copy of the Audited Financial Statements for the Town of Kindersley as of December 31, 2022. A copy of the Town of Kindersley's 2024 Operating and Capital Budget is available at your request.

**4. SERVICES REQUESTED**

**4.1. AMOUNT**

The Town of Kindersley will require financing in the amount of one million and six hundred thousand dollars (\$1,600,000.00).

**4.2. INTEREST RATE**

The Town of Kindersley is seeking a **fixed** interest rate for this debt. Please provide the interest rate and the length of time the rate is valid for financing to begin on:

- a) May 1, 2024
- b) May 15, 2024
- c) June 1, 2024

**4.3. MATURITY**

The length of this financing will be for a seven (7) year term, with quarterly principal and interest repayments.

#### 4.4. SECURITY

The loan will be secured against the Town's utility revenue derived from charges, tolls, rates or rents for the use of water and sewer services. All debt requests are subject to the final approval of the Saskatchewan Municipal Board. Copies of the Town's borrowing bylaws and the approval of the Municipal Board will be forwarded to the successful lender prior to any transfer of funds.

#### 5. QUALIFICATIONS & SKILLS REQUIRED

Proponents must be a Canadian financial institution or Credit Union authorized to operate within Canada.

#### 6. PROPOSAL SUBMISSION REQUIREMENTS

All proposals should contain the following items:

1. Business Description
  - 1.1. Name of company
  - 1.2. Point of Contact for these services
  - 1.3. Head Office location and local Branch location
  - 1.4. Business start date
  - 1.5. Proof of authorization with OSFI OR a Credit Union that is a provincially legislated institution within Canada.
  
2. Cost of borrowing, including but not limited to:
  - 2.1. Applicable interest rate; Proponents must provide an interest rate for a fixed 7 year term for either or all of the start dates of: May 1<sup>st</sup>, May 15<sup>th</sup> and/or June 1<sup>st</sup>.
  - 2.2. Any additional service start-up fees, other fees/costs, or potential penalties.
  
3. Community Development Initiatives: If applicable identify any specific local community initiative(s) that the institution has driven, participated in, or invested in, that has helped to support the community. This information shall be used as part of adjudication in the event that similar, or equal submissions are received.

#### 7. SUBMISSION INSTRUCTIONS

When submitting your Proposal, please note the following:

1. The proposal should be received in its entirety before the submission deadline of **4:00 p.m. local time, Wednesday, May 8, 2024**, preferably by email to:  
[audrey.h@kindersley.ca](mailto:audrey.h@kindersley.ca)  
or alternately to:  
Town of Kindersley  
Attention: Chief Administrative Officer  
Box 1269, Kindersley, Saskatchewan S0L 1S0
  
2. The Town will not accept liability for any late, lost, or improperly delivered email, parcel, or facsimile. We recommend that you contact the Town Administration Office to verify successful delivery.
  
3. Questions or inquiries concerning this RFP shall be directed to Audrey Hebert, Chief Administrative Officer, and can be submitted to the email or post addresses provided above no later than five (5) workdays prior to the proposal deadline. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.

Audrey Hebert  
Email: audrey.h@kindersley.ca  
Phone: (306) 463- 2675

4. This is **not** a Request for Tenders or an offer. The Town is not bound to accept the lowest price proposal, nor any proposal of those submitted. By submitting a proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal contract.
5. Proponents are solely responsible for their own expenses in preparing, and submitting proposals, and for any meetings, negotiations or discussions with The Town or its representatives and consultants, relating to or arising from this RFP. The Town and its representatives, agents, consultants and advisors will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.
6. The proposal and accompanying documentation submitted by all proponents become the property of the Town of Kindersley and will not be returned. Proponents should be aware that the Town is considered a “public body” defined by and subject to *The Freedom of Information and Protection of Privacy Act* (Saskatchewan) and as such The Town may be required to disclose information in the proposal by operation of law.
7. The Town reserves the right to withdraw this RFP at any time prior to the signing of a Contract for services.

## 8. EVALUATION

Submissions to the RFP will be reviewed by an adjudication committee. The winning proponent will be selected on the following criteria:

1. Cost of services
2. Community Development Initiatives