



## Municipal Works Department

# REQUEST FOR QUOTATION Contract # WD-20-2020

Sealed Quotations for: Winter Granite Sand – Supply & Screening of Reclaimed Sweepings

Contract No. WD - 20 - 2020

As Described Herein and Addressed:

Attention: Kathy Sipos  
Director of Infrastructure  
By Courier or Drop off  
Township of Ramara Administration Building  
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0

### **QUOTATION SUBMISSION DEADLINE**

**DATE:** September 29<sup>th</sup> 2020

**TIME:** 12:00 pm - noon

**PUBLIC OPENING:** No

**LOCATION:** Township of Ramara Administration Building  
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

The Township reserves the right to accept or reject all or any Submission.

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## INSTRUCTIONS TO BIDDERS

### i. DEFINITIONS

The following definitions apply to the interpretation of the Request for Quotation;

1. **“Bidder”** means a person or entity that is submitting a tender in response to the Tender Process.
2. **“Constructor”** means the successful person or company engaged in the construction business.
3. **“Contract”** means an agreement to be signed between the Owner and a successful bidder pursuant to the tender process.
4. **“Contractor”** means the successful bidder pursuant to the tender process that has extended a contract.
5. **“Deputy Manage Infrastructure”** means a person authorized or appointed by the Township to act on behalf of the Owner in any particular capacity.
6. **“Closing Time”** Time and Date of Tenders has the meaning ascribed thereto in section ii of these instructions to bidders.
7. **“OPS”** means the current Ontario Provincial Standards published by the Ontario Standards organization.
8. **“Start Work Order”** means the document in writing, referred to in the tender, form that is issued by the Contract Administrator or the Engineer that authorizes the Contractor to begin the work.
9. **“Tender”** means the tender documents issued by the Owner in respect of a specific opportunity and also refers to the documents submitted by a bidder in response to this tender process.
10. **“Tender Documents”** means the documents listed in section iii of these Instructions to Bidders.
11. **“Work”** means the work to be performed by a Contractor pursuant to a Contract issued as a result of this tender as described in the Contract Documents and includes, but is not limited to, the work generally described in Section ii of these Instructions to Bidders.
12. **“Director of Infrastructure ”** means `the Director of Infrastructure for the Township of Ramara or such other person, partnership or corporation as may be authorized by the Council to act on their behalf in any particular capacity.

**ii. GENERAL OVERVIEW**

**1. SCOPE**

The Township of Ramara requires the supply and stockpiling of winter granite sand in its sand dome at the Township yard and to screen the reclaimed sand from spring sweeping.

**2. FORM OF QUOTE**

All quotations must be on the forms provided, clearly marked with “2020 Granite Winter Sand”

**3. QUOTATION DEPOSIT**

A certified cheque made payable to the Township of Ramara in the amount of 10% of the total quoted price must be submitted with the quotation. The cheque of the unsuccessful bidders will be returned within 10 days of the quotation acceptance. The cheque of the successful bidder will be retained until the Township accepts the work.

**4. FREEDOM OF INFORMATION**

All submissions to the Township become the property of the Township and such are subject to the “*Municipal Freedom of Information and Protection of Privacy Act.*”

**5. BRIBERY/FRAUD**

Should any bidder or any of their agents give or offer any gratuity or attempt to bribe any employee of The Township, or to commit fraud, the Township shall be at liberty to cancel the prospective bidder’s submission or contract.

**6. PURCHASING PREFERENCE**

No preference will be given to any business for goods and/or services provided to the Township

**7. INSURANCE**

The Successful bidder(s) shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Township. The coverage shall include premises and all operations liability to be performed by the bidder. This insurance coverage shall be subject to limits of not less than **Five Million Dollars (\$5,000,000.00)** inclusive **per occurrence** for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

The policy shall include **The Corporation of the Township of Ramara** as an additional insured in respect of all operations performed by or on behalf of the Bidder. The Bidder(s) shall be entirely responsible for the cost of any deductible that is maintained in any insurance document.

The Insurance Policy shall not be altered, canceled or allowed to expire or lapse, without thirty (30) days prior written notice to the Township. The Liability Insurance shall not contain any exclusion of limitations in respect of shoring, underpinning, rising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or land from any cause.

Where applicable the bidder(s) shall carry standard automobile and non-owned automobile liability insurance and shall protect them against all liability arising out of the use of owned or leased vehicles, used by the Bidder(s), its employees or agents. The limits of the liability for both owned and non-owned vehicles shall not be less than **Two Million Dollars (\$2,000,000.00)** per occurrence.

#### **8. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)**

The successful bidder(s) shall supply a Certificate from the Workplace Safety and Insurance Board prior to the start of the contract indicating that all of the assessments the bidder(s) or subcontractor(s) is liable to pay under *Worker's Safety Insurance Board Act* or successor legislation have been paid and they are in good standing with the Board.

Effective January 1 2013, Bill 119 legislates that all Contractors and Sub-Contractors categorized under class G: construction, shall have WSIB account and clearance coverage prior to commencing any contract.

Alternatively, if the successful Bidder(s) is an Independent Operator and is not categorized under Class G: Construction, the Bidder(s) shall submit a letter, from the WSIB, confirming that s/he has Independent Operator Status under the WSIB Act for work to be carried out for the Township of Ramara. If the Bidder(s) does not have Independent Operator Status, the Bidder shall;

- I. Complete an Independent Operator Status Questionnaire upon being awarded the contract; and,
- II. Fund all costs associated with any appeal of a determination by WSIB that the Bidder is not an Independent Operator; and,
- III. Provide proof of Employer's Liability Insurance (provided either by WSIB or the Contractor's insurance provider.

The Bidder(s) acknowledges and agrees that the Township is not hiring an employee(s) to perform the work associated with this Tender. As such the Township reserves the right to terminate all Contracts associated with this Tender if all appeals have been exhausted and the bidder(s) are determined by WSIB or court or tribunal of competent jurisdiction to be an employee. Any and all monies to be paid to the bidder(s) shall be returned regardless of the extent of work that has been completed to that point, and all material and documents associated with the Tender, as well as Township property, shall be returned to the Township. The bidder(s) acknowledges and agrees that any work completed to the date the appeal process has been completed, and an unfavorable determination is made will be provided to the Township for free and without any expectation of compensation. The risk associated with completing any work while there is an appeal process underway is entirely born by the bidder(s).

## **9. ACCESSIBILITY**

The Bidder(s) shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act 2005*, S.O. 2005, chapter 11 and the Regulations with regard to provision of the goods and/or services contemplated herein, including, without limitation, section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, as amended. The Bidder(s), when applicable, shall ensure that its employees, agents, volunteers and representatives receive training regarding the provision of the goods and services to person with disabilities. The Bidder(s) acknowledges that the Corporation of the Township of Ramara, in deciding to purchase goods or services through its procurement process, is required to consider the accessibility for persons with disabilities, when applicable and practical to do so.

## **10. HEALTH & SAFETY**

All work performed under this contract must be carried out in accordance with the terms and conditions of the Ontario Occupational Health and Safety Act (OHSA or the Act), applicable Regulations, applicable standards, and other applicable legal requirements.

Unless otherwise stated, the successful bidder, for the purposes of the Act, shall be designated as the 'Constructor' for this project. The constructor has complete control of the work on behalf of the Township and is responsible for regulatory compliance and safe work procedures on the job site.

Any requirement for a Notice of Project to be submitted to the Ministry of Labour (MOL) is the sole responsibility of the constructor.

The Constructor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act, applicable Regulations, Standards, Environmental

Protection Act, other legal requirements ,and/or their own Health & Safety Policies and Procedures whether by the Constructor or any of its subcontractors may result in:

- The termination of the contract,
- The immediate removal of the Constructor and/or sub-contractor's equipment from the site,
- The forfeiture of all sums owing the constructor/or sub-contractor by the Township Of Ramara

The Constructor's health and safety responsibilities will include the following:

- where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful bidder shall ensure that the requirements of the Occupational Health and Safety Act, applicable Regulations and environmental requirements are complied with,
- ensure workers are aware of the hazardous substances that may be in used at the workplace,
- ensure workers are provided with and wear the appropriate personal protective equipment required for the area when engineering controls aren't practicable,
- demonstrate the establishment and maintenance of health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation,
- The Constructor acknowledges that they are familiar with the Occupational Health and Safety Act, applicable Regulations, applicable Standards and other legal requirements that applies to the work being conducted,
- The Contractor covenants and agrees to observe strictly and faithfully the provisions of the Occupational Health and Safety Act, applicable Regulations, and rules circulated there under together with the Constructor's Health and Safety Policies and Procedures.
- The Constructor agrees to indemnify and save the Township of Ramara harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and other applicable legal requirements.
- The Constructor agrees to have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
- The Constructor shall allow access to the work site on demand to representatives of the Township of Ramara to inspect work sites.

- The Constructor agrees that any damages or fines that may be assessed against the Township of Ramara by reason of a breach or breaches of the Occupational Health and Safety Act and applicable Regulations by the Constructor or any of its sub-contractors will entitle the Township of Ramara to off-set the damages so assessed against any monies that the Township of Ramara may from time to time owe the Constructor under this contract or under any other contract whatsoever.
- Where any portion of the work or services in this Contract is contracted to a sub-contractor, the Constructor agrees that the provisions of this section (**10. Health & Safety**) will apply to the subcontractor and the Constructor will enforce said provisions.
- The Township of Ramara may consider previous OHS/A violations as grounds for rejection and the Township of Ramara may terminate any contract arising from this document if the Bidder is continuously in violation of OHS/A requirements.

Proof of the above may be required by the Township at any time from tendering to project completion.

## **11. ASSIGNMENT OF CONTRACT**

The successful Bidder(s) shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his/her power to execute such contract, to any other person, company or City, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

## **12. SPECIFICATIONS**

- **SCREENING OF SAND**

The contractor will supply the labour and equipment needed to screen, approximately 600 Tonnes of reclaimed spring sweepings then Mix & Stockpile sand in dome at Works Yard.



- **GRADATION OF SAND**

<b>Sieve Designation (Square Mesh Sieve)</b>	<b>Percent Passing</b>
¼"	100
No. 8	60 - 95
No.14	40 - 90
No. 28	20 - 70
No. 48	5 - 35
No. 100	0 - 15
No. 200	1.5 - 5

- The Processed screened granite sand shall not contain soft or friable particles of dirt in excess of 8 %, including that lost by washing. The loss by washing shall not exceed 5 %
- The Physical quality of the screened granite sand, as well as the gradation of the size of particles, shall meet the requirements of the specification above regardless of the source of supply and regardless of whether or not approval has been given for similar use on previous projects.
- No claims for extra compensation will be accepted from the contractor based on failure of any deposit to yield either or both the quality of material for the fulfillment of this quotation.

- **WORK TO BE PREFORMED**

- The Contractor shall furnish screened sand as specified, and perform all work of loading, screening, hauling, trucking, and stockpiling the same where, when and as directed by the Manager of Municipal Works.
- These operations will be performed with promptness, efficiency and in the manor satisfactory to the Manager of Municipal Works. The Contractor shall supply all material, together with all equipment and labor necessary for proper performance of the work.
- Stockpiles are to be places and are to be constructed in a manner satisfactory to the Director of Infrastructure.

- **TREATMENT OF SAND**

The Contractor shall be required to mix thoroughly the screened sand in stockpile with salt at the rate of 50 kg. per tonne of sand. No additional compensation will be made for this foregoing operation, as full payment for such

operation will be considered as having been made under the unit price per metric measurement by the tonne, for the item "Supply, Treat and Stockpile Screened Sand".

### **13.F.O.B. POINT AND DELIVERY**

The Contractor shall supply and stockpile the winter sand at the Townships work Yard #2 sand dome located at 2115 Highway 12 south of Brechin

### **14.COMPLETION**

All screened sand called for by this quotation will be stockpiled twice; the first will be prior to the start of the start of the season and the second mid season or when second filling is requested by the Director of Infrastructure, a third stockpile may be required depending on the winter season.

### **15.MATERIAL SAFETY DATA SHEETS**

A current **MATERIAL SAFETY DATA SHEET** is to be submitted with the quotation.

### **16.LOADING OF MOTOR VEHICLES**

Where a vehicle is hauling material for the use on the specified work, in whole or in part upon a public highway and where motor vehicle registration is required for such vehicle, the contractor shall not cause or permit such vehicle to be loaded beyond its legal limit as specified in the Highway Traffic Act, whether such vehicle is registered in the name if the contractor or otherwise.

### **17.AWARD OF QUOTATION**

The award of the tender will take the following into consideration:

- a. Expertise;
- b. Access to equipment possessing the required safety devices to conform to all regulations
- c. Availability;
- d. Reliability;
- e. Past Performance; and,
- f. Price.

### **18.HIGHWAY TRAFFIC ACT**

The Bidder(s) of any equipment being used under hire by the Township shall be responsible to ensure the equipment is in full compliance of all statues of the Highway Traffic Act, R.S.O. 1990.

## **19. MEASUREMENT AND PAYMENT**

Screened sand will be measured in tonnes with a weigh bill for every load. Each truck will bear an identification symbol either of a letter of the alphabet or a Roman numeral followed by the pre-determined capacity of the truck. Symbols and capacities shall be painted on the truck itself (not on place cards) and shall be of such size as to be easily read by the checkers. Load tickets will be issued for weighed materials.

Payment at the quoted price shall be paid upon submission of invoice after completion.

## **20. HOURS OF WORK**

The Contractor will be allowed to carry out operations only during daylight hours between 7:00 a.m. and 4:00 p.m..., Monday through Friday, except Statutory or Civic Holidays, unless otherwise approved or directed by the Manager of Municipal Works.

## **21. TERM OF QUOTATION**

The term of this quotation will be for the 2020 – 2021 winter season.

## **22. QUALIFICATIONS**

The successful Bidder shall be a company of recognized standing at least five (5) years' experience in this type of work and have the necessary equipment and skilled labor to carry out the work adequately.

## **23. CONDITIONS**

It is agreed that the quoted quantities are estimated only and may be increased or decreased by the Township without alteration of the quoted price by 20 % of the total bid, Actual roads to be completed may change.

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## 24. SUBMISSION FORMAT & CONTENTS

### 24.1 GENERAL FORMAT OF SUBMISSION

The Township **will not** accept any other format of the schedule I items Prices other than that provided within this Request for Quotation. Schedule I items and Prices are to be completed **in full** as provided in this document with no modifications, additions or deletions. **Failure to complete Schedule I as stipulated may result in disqualification of the bid submission.**

### 24.2 CONTENTS OF SUBMISSION

The Request for Quotation response submission should include the following information only and shall be submitted in the same sequence provided:

- I. **Completed Bidder Information Form**
- II. **Provide all mandatory information as requested within Schedule I**
- III. **Ensure Schedule I is initialed and dated**
- IV. **Completed Schedule II – Ability and Experience Form.**
- V. **Health and Safety:**
  - a. Provide a current and valid certificate of clearance from WSIB
  - b. Provide a current MSDS Sheet for all products quoted
- VI. **Provide a completed Declaration of Accessibility Compliance form.**

**iii. TENDER DOCUMENTS**

**QUOTATION FORM**

**THE CORPORATION OF THE TOWNSHIP OF RAMARA**

**WINTER SAND**

**DOCUMENTS TO BE ENCLOSED WITH THIS FORM INCLUDING BUT NOT LIMITED TO:**

- **Bidder Information Form**
- **Schedule I – Items and Prices**
- **Schedule II – Ability and Experience Form**
- **Declaration of Accessibility Compliance Form**
- **Health & Safety Information**
- **Current MSDS Sheet for products quoted**

**BIDDER INFORMATION FORM**

**BIDDERS MUST COMPLETE THIS FORM AND INCLUDE WITH THEIR SUBMISSION  
PLEASE ENSURE ALL INFORMATION IS LEGIBLE.**

<b>Company Name</b>	
<b>Bidder's Main Contact Individual</b>	
<b>Address (Including postal code)</b>	
<b>Office Phone #</b>	
<b>Toll Free#</b>	
<b>Cellular#</b>	
<b>Fax#</b>	
<b>E-Mail Address</b>	
<b>Website</b>	
<b>HST Account #</b>	

**I CERTIFY THAT ALL PRICES IN SCHEDULE I CONSTITUTE THE OFFICAL QUOTATION  
BID**

**NAME:** \_\_\_\_\_

(PRINT)

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SCHEDULE I – ITEMS AND PRICES**

The total bid price shall be all-inclusive with H.S.T. extra

Any modifications of this form will result in the bid being disqualified. This form must be completed in full.

Item	Description	UNIT	QUANTITY	Unit Price Per Ton	Bid Price
1	Supply, Mix & Stockpile sand in dome at Works Yard, On or about October 28 <sup>th</sup> 2020	Tonnes	2,000	\$ _____	\$ _____
2	Screen Reclaimed Spring Sweepings & Mix & Stockpile sand in dome at Works Yard	Lump Sum	600 Tonne		\$ _____
3	Supply, Mix & Stockpile sand in dome at Works Yard, On or about January 25 <sup>th</sup> 2021	Tonnes	3,000	\$ _____	\$ _____

Item	Description	UNIT	QUANTITY	Unit Price Per Ton	Bid Price
<b>PRELIMINARY – NOT TO BE INCLUDED IN TOTALS</b>					
4	Supply, Mix & Stockpile sand in dome at Works Yard, (estimated date late February 2021)	Tonnes	2,000	\$ _____	\$ _____

**(Item 1+2+3) SUB TOTAL**                      \$ \_\_\_\_\_

**HST 13 %**    \$ \_\_\_\_\_

**TOTAL PRICE**    \$ \_\_\_\_\_

TOTAL BID (in writing) \$ \_\_\_\_\_

Certified Cheque in the amount of \$ \_\_\_\_\_ is herewith enclosed.

**SCHEDULE II – ABILITY AND EXPERIENCE FORM**

The Bidder shall provide below three (3) separate Customers **other than the Township** having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

<b>REFERENCE #1</b>	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
<b>REFERENCE #2</b>	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
<b>REFERENCE #3</b>	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

**REFERENCE RELEASE FORM**

I \_\_\_\_\_ (authorised signatory for the submitting firm) authorize the Township to contact the person and/or organization listed on the ABILITY & EXPERIENCE FORM, for the purpose of obtaining information relating to the bidder

The Township reserves the right to call references if in its sole discretion finds a need to do so.

The Township reserves the right to check other references other than listed herein.



## DECLARATION OF ACCESSIBILITY COMPLIANCE FORM

Company Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

I acknowledge that I am required to comply with Section 6 of Ontario Regulation 429/07 (Accessibility Standards for Customer Service) made under the *Accessibility for Ontarians with Disabilities Act, 2005*. I confirm that my employees, agents, volunteers and representatives who are required to receive training under the Act have completed the required. I will provide to The Corporation of the Township of Ramara any further documentation that confirms this training upon its request.

I will indemnify the Corporation of the Township of Ramara from and against any costs, expenses, fines, penalties, damages or losses that may arise or may be incurred as a result of my failure to comply with these requirements.

I declare that I have read, understood and will meet all enacted accessibility standards as amended from time to time.

I further declare that if applicable I will undertake to ensure any sub-contractors hired by \_\_\_\_\_ (insert company name) for the completion of work contracted by the Township will also comply with the above requirements.

\_\_\_\_\_  
Authorized Signature  
I have authority to bind the corporation.

\_\_\_\_\_  
Date