



Development and Infrastructure Department

REQUEST FOR TENDER

Contract # ID-10-2025

Sealed Tender for: Supply, Delivery, Mix and Stockpile Winter Sand

As Described Herein and Addressed:

**Attention Rebecca Zanussi
 Acting Clerk
 By Courier or Drop off
 Township of Ramara Administration Building
 Box 130, 2297 Highway 12, Brechin, ON L0K 1B0**

Please submit completed proposal in person or by mail in a sealed envelope quoting the above tender number and closing date.

Electronic Submissions will also be accepted and may be forwarded to both clerks@ramara.ca and infrastructure@ramara.ca and shall include all pages of the tender, and all supporting documentation. Please include the tender number and title in the subject line of the email.

BID SUBMISSION DEADLINE

DATE: November 17, 2025

TIME: 10:00 AM Eastern Local Time

**PUBLIC OPENING: November 17, 2025
 10:30 AM Eastern Local Time**

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

LATE SUBMISSIONS WILL NOT BE ACCEPTED

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

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INSTRUCTIONS TO BIDDER

i. DEFINITIONS

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

1. **“Addendum”** means a written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid site meeting/conference or as a result of a specification or work scope change to the solicitation.
2. **“Bid Form”** is the standard forms provided by the Township. Bidder must complete and submit the forms in order to provide the necessary information for the evaluation of the bids and to create a legally binding bid.
3. **“Bid Price”** means the total price proposed by a Bidder in its Bid Submission for the performance of the Work.
4. **“Bid Submission”** means the information submitted by a Bidder in response to this Request for Tender, also referred to as Bid or Submission.
5. **“Bid Submission Deadline”** is the closing date and time that is provided in the Call for Bid document that a Bidder’s submission must be received by the Township.
6. **“Bidder”** means a person or entity that is submitting a tender in response to the Tender Process.
7. **“Constructor”** means the successful person or company engaged in the construction business.
8. **“Contract”** means an agreement to be signed between the Owner and a successful Bidder pursuant to the tender process.
9. **“Contractor”** means the successful Bidder pursuant to the tender process that has extended a contract.
10. **“Contract Administrator”** means a person authorized or appointed by the Township to act on behalf of the Township in any particular capacity.
11. **“Closing Time”** Time and Date of Tenders has the meaning ascribed thereto in Instructions to Bidder.

12. **“General Manager, Development and Infrastructure”** means the General Manager, Development and 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.
13. **“OPS”** means the current Ontario Provincial Standards published by the Ontario Standards organization.
14. **“Request for Tender”** means the Call for Bid document issued by the Township.
15. **“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.
16. **“Successful Bidder”** means a Bidder whose Bid have been awarded by the Township.
17. **“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.
18. **“Tender Documents”** means the documents listed in these Instructions to Bidder.
19. **“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 these Instructions to Bidder.

ii. **GENERAL OVERVIEW**

1. **SCOPE**

The Township of Ramara requires the supply and stockpiling of winter material consisting of either granite screenings or a 50/50 mixture of granite screenings and winter sand. The selected material must be blended with 5% salt and stockpiled within the sand dome.

2. **FORM OF TENDER**

All quotations must be on the forms provided, clearly marked with “2025 Winter Sand”.

3. **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*.

4. PUBLIC TENDER OPENING

This tender shall be opened by a Tender Opening Committee. This meeting shall occur on Monday, November 17, 2025, at 10:30 AM, at the Township of Ramara Office, located at 2297 Highway 12, Brechin, Ontario.

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 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 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 or 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 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, 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 Contractor shall provide a valid WSIB Clearance Certificate prior to commencing work, confirming that all premiums and reporting obligations under the Workplace Safety and Insurance Act, 1997, have been met and the account is in good standing.

Contractors and subcontractors performing work classified under Class G (Construction) are required to have WSIB coverage.

If the Contractor is an independent operator in a non-construction industry, they must provide a WSIB status determination letter confirming independent operator status or obtain optional insurance coverage. If WSIB determines the Contractor is a worker, the Contractor shall comply with all WSIB registration and premium requirements. Proof of Employer's Liability Insurance must also be provided where applicable. The Township reserves the right to terminate the contract if WSIB determines the Contractor is a worker and coverage requirements are not met

9. ACCESSIBILITY

The Bidder shall comply with the Accessibility for Ontarians with Disabilities Act, 2005 and Ontario Regulation 191/11 (Integrated Accessibility Standards), including requirements for accessible customer service, information and communications, employment, transportation, and design of public spaces.

The Bidder shall ensure that its employees, agents, volunteers, and representatives receive training on AODA requirements, including how to interact and communicate with persons with disabilities and provide goods and services in a manner that respects dignity, independence, integration, and equal opportunity.

The Bidder acknowledges that the Township must consider accessibility in its procurement decisions and agrees to provide documentation confirming compliance and training upon request.

10. HEALTH & SAFETY

All work performed under this contract must comply with the Occupational Health and Safety Act (OHSA), its regulations—including O. Reg. 213/91 for Construction Projects—and all applicable standards and legal requirements.

Unless otherwise stated, the successful Bidder shall be designated as the 'Constructor' under OHSA and assume full responsibility for health and safety compliance on the project. The Constructor must ensure that all employers and workers comply with

OHSA and its regulations and that worker health and safety is protected.

The Constructor is responsible for filing any required Notice of Project with the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) before work begins. Failure to comply with OHSA, its regulations, or the Constructor's own health and safety policies may result in termination of the contract, removal from the site, and forfeiture of payments.

The Constructor shall:

- Maintain a health and safety program and provide qualified supervision on site at all times.
- Ensure workers are trained, aware of hazards, and equipped with appropriate PPE.
- Comply with new OHSA requirements for hygiene facilities, menstrual products (where applicable), and electronic posting of safety information.
- Indemnify and hold harmless the Township for any fines or damages arising from non-compliance.

Proof of compliance may be requested at any time.

11. ASSIGNMENT OF CONTRACT

The successful Contractor(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. HEALTH & SAFETY, INSURANCE, AND ACCESSIBILITY REQUIREMENTS

The successful Contractor shall, prior to commencement of work, provide the Township with:

- A copy of their current Health and Safety Policy.
- A valid WSIB Clearance Certificate.
- Proof of compliance with the Occupational Health and Safety Act and all applicable regulations.
- Evidence of employee training in health and safety practices relevant to the scope of work.

The Contractor shall maintain compliance with all applicable legislation and ensure that work is performed in a safe manner at all times.

Insurance Requirements:

- Commercial General Liability Insurance: minimum \$5,000,000 per occurrence, naming the Township as additional insured.
- Automobile Liability Insurance: minimum \$2,000,000 per occurrence.
- Proof of coverage must be provided prior to commencement of work and upon request.

Accessibility Compliance (AODA):

- The Contractor shall comply with the Accessibility for Ontarians with Disabilities Act (AODA) and provide proof of employee training upon request.

The Township reserves the right to request additional documentation or conduct audits to verify compliance.

iii. SPECIFICATIONS**1. GRADATION OF SAND (Granite and Winter Sand)**

Sieve Designation (Square Mesh Sieve)	Percent Passing
1/4"	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 Successful Contractor based on failure of any deposit to yield either or both the quality of material for the fulfillment of this tender.
- The Successful Contractor will have the option to supply 100% granite screenings or a 50/50 mixture of granite screenings and winter sand.

2. WORK TO BE PERFORMED

- The Successful Contractor shall furnish screened sand as specified and perform all loading, screening, hauling, trucking, and stockpiling operations as directed by the Contract Administrator.
- All operations shall be carried out promptly, efficiently, and in a manner satisfactory to the Township. The Successful Contractor shall provide all materials, equipment, and labor necessary for proper execution of the work.
- Stockpiles shall be placed and constructed in a manner approved by the Contract Administrator.

3. TREATMENT OF SAND

- The Successful Contractor shall thoroughly mix the screened sand in the stockpile with salt at a rate of 50 kg per tonne of sand (5%). No additional compensation will be provided for this operation, as full payment is deemed included in the unit price per metric tonne for the item "Supply, Treat and Stockpile Screened Sand."
- The Township does not require the use of a pug mill or mechanical mixer; mixing shall be performed using a loader as the material is stockpiled and placed with a conveyor.
- The Township will coordinate and supply the salt to be mixed into the sand. A minimum of two weeks' notice prior to commencement of stockpiling is required to schedule salt delivery.

4. F.O.B. POINT AND DELIVERY

The Contractor shall deliver and stockpile winter sand at the Township's Work Yard #2, located at 2115 Highway 12, south of Brechin.

5. COMPLETION

All screened sand covered by this tender will be stockpiled twice: once prior to the start of the season and again mid-season, or when a second filling is requested by the Contract Administrator. A third stockpile may be required depending on winter conditions.

6. SAFETY DATA SHEETS

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

7. 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 of the contractor or otherwise.

8. AWARD OF TENDER

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.

9. HIGHWAY TRAFFIC ACT

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

10. MEASUREMENT AND PAYMENT

- Screened sand will be measured in tonnes, with a weigh bill provided for every load. All vehicles must have unique identifiers, and the weigh bills shall include the vehicle identifier on it.
- Load tickets will be issued for all weighed materials.
- Payment at the quoted unit price will be made upon submission of an invoice after completion of the work.

11. 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 Contract Administrator.

12. TERM OF TENDER

The term of this tender will be for the 2025 winter season.

13. 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.

14. CONDITIONS

It is understood that the quoted quantities are estimates only and may be increased or decreased by the Township by up to 20% of the total bid without any change to the quoted unit price.

iv. SUBMISSION FORMAT & CONTENTS

1. GENERAL FORMAT OF SUBMISSION

The Township **will not** accept any other format of the Schedule I Items and Prices other than that provided within this Request for Tender. 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.**

2. CONTENTS OF SUBMISSION

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

- **Completed Bidder Information Form**
- **Completed Schedule I, initialed and dated**
- **Completed Schedule II – Ability and Experience Form**
- **Health and Safety:**
 - Provide a current SDS Sheet for all products quoted

v. TENDER DOCUMENTS

BIDDER INFORMATION FORM

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

Company Name	
Bidder Main Contact Individual	
Address (Including postal code)	
Office Phone #	
Cellular#	
E-Mail Address	
HST Account #	

**I CERTIFY THAT ALL PRICES IN SCHEDULE I CONSTITUTE THE OFFICIAL BID
SUBMISSION AND PRICING.**

NAME: _____

(PRINT)

AUTHORIZED SIGNATURE: _____

DATE: _____

SCHEDULE I – ITEMS AND PRICES

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

Item	Description	UNIT	QUANTITY	MATERIAL	Unit Price Per Ton	Bid Price
1	Supply, Mix & Stockpile sand in dome at Works Yard, on or about December 5, 2025	Tonnes	1,200	100% Granite Screenings	\$ _____	\$ _____
				50/50 Mixture	\$ _____	\$ _____
2	Supply, Mix & Stockpile sand in dome at Works Yard, on or about January 23, 2026	Tonnes	3,000	100% Granite Screenings	\$ _____	\$ _____
				50/50 Mixture	\$ _____	\$ _____

Item	Description	UNIT	QUANTITY	MATERIAL	Unit Price Per Ton	Bid Price
PRELIMINARY – NOT TO BE INCLUDED IN TOTALS						
3	Supply, Mix & Stockpile sand in dome at Works Yard, (estimated date late February 2026)	Tonnes	2,000	100% Granite Screenings	\$ _____	\$ _____
				50/50 Mixture	\$ _____	\$ _____

(Item 1+2) SUB TOTAL \$ _____

HST 13 % \$ _____

TOTAL PRICE \$ _____

TOTAL BID (in writing) \$ _____

Initial: _____

Date: _____

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.

REFERENCE #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #3	
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.