



**Town of South Bruce Peninsula**

**Quotation PW 17-03**

**Sale of Hardwood Logs**

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### **Sale of Hardwood Logs**

The Town of South Bruce Peninsula is requesting quotations for the sale and dispersal of hardwood logs located at the Warton Works Yard at 441048 Elm Street in Warton. Sealed bids will be received at the Town of South Bruce Peninsula Municipal Office until **2:00 pm** local time on **March 20, 2017**.

Bid packages and details may be obtained from the Town of South Bruce Peninsula Municipal Office, at the address below, or on the Town website at [www.southbrucepeninsula.com](http://www.southbrucepeninsula.com)

The sale will be subject to the final approval of the Town. The wood is being sold on an "as is, where is" basis. The Town of South Bruce Peninsula will not be responsible for pick up or delivery of wood purchased from the Town, nor will the Town in any way assist with blocking/splitting the wood.

The Town reserves the right to award or not award the purchase to any bidder. The Town of South Bruce Peninsula acknowledges and strives to abide by the MASH Annex.

**Andrew Sprunt, Manager of Public Works**  
**Town of South Bruce Peninsula**  
**315 George St., PO Box 310**  
**Warton ON N0H 2T0**  
**(519) 534-1400**

## Information to Bidders

### 1 General

Sealed bids will be received until **March 20, 2017 at 2:00 p.m.** in sealed envelopes clearly marked with the following:

<p style="text-align: center;"><b>Sale of Hardwood Logs</b> <b>Quotation PW 17-03</b></p> <p style="text-align: center;"><b>Andrew Sprunt</b> <b>Manager of Public Works</b> <b>Town of South Bruce Peninsula</b> 315 George St, PO Box 310 Warton ON N0H 2T0</p>
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**The envelope is to include the bidder company name and return mailing address.**

The bid must be submitted on the quotation forms as provided by the Town of South Bruce Peninsula. No changes may be made to bids after they have been received. If more than one (1) quotation form is submitted by a bidder, the only one considered and opened will be the envelope with the most recent time/date of receipt. Electronically transmitted bids (ie. fax or email) will not be considered.

### 2 Quotation Requirements

The following **must** be completed and submitted with your bid.

- Quotation Form Q-1
- Company Overview and Qualifications
- Work Plan and Schedule
- Statement by Bidder
- Addendum(s) (If any)

Bidders are required to prepare their bid in accordance with this quotation document, as well as the Town of South Bruce Peninsula's Purchasing Procedures (<https://southbrucepeninsula.civicweb.net/filepro/documents/33329?preview=42721>). The successful bidder will be required to enter into a purchase agreement with the Terms and Conditions as set out in the quotation.

Bids shall be submitted on our quotation form.

Acceptable forms of payment will be by certified cheque, bank draft or money order made payable to the Town of South Bruce Peninsula. No other form of legal tender will be acceptable as payment.

Quotations that do not comply strictly with our terms and conditions or bids which are incomplete, obscure or made subject to further conditions or qualified may be rejected as informal or disqualified by the Town of South Bruce Peninsula.

A bid may be withdrawn any time prior to closing.

The Town does not bind itself to accept the highest or any bid submission. Bids must be legible and completed in ink or typewritten with all blanks filled in. Bids will be dated and timed upon receipt and in the case of tied bids, the first bid received will be used for tie breaking.

Within the bid submission, if any addition or tax calculations are incorrect, the lump sum sub-total price shall govern and the amount of the tax and/or total bid price shall be corrected accordingly.

The Town of South Bruce Peninsula reserves the right in its sole discretion to reject any or all bids, and the lowest or highest bid as the case may be will not necessarily be accepted.

### **3 Insurance**

Upon award of the purchase of the wood, the successful bidder must furnish to the Corporation, at his/her cost, a certified copy of a liability insurance policy as detailed in the bid document. All minimum coverage is detailed below:

- \$2 million – general liability and automobile liability policies

Such policy shall contain:

- a “Cross Liability” clause or endorsement;
- an endorsement certifying that The Town of South Bruce Peninsula and the successful bidder are included as additional named insured;
- an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Corporation.

The Liability Insurance Policy and/or endorsements shall be satisfactory to the Corporation. The insurance coverage noted above shall be maintained in force throughout the term of the successful bidder’s contract agreement.

### **4 Bribery or Corrupt Practice**

Should the successful bidder or any of his agents give, or offer any gratuity to, or attempt to

bribe any member of the Town Council, officers or servants of the Town, the Town of South Bruce Peninsula shall be at liberty to cancel the purchase forthwith.

## **5 Assignment and Sub-letting**

Potential bidders should be aware that the successful bidder shall not assign or sublet the purchase agreement or any part thereof or any benefit or interest therein or thereunder, without the written consent of the Town of South Bruce Peninsula.

## **6 Employees**

The successful bidder agrees that the Town of South Bruce Peninsula is not to be deemed the employer of the successful bidder or its personnel under any circumstances whatsoever.

## **7 No Smoking Policy**

The successful bidder, as well as their employee(s), must at all times abide by the Town's No Smoking Policy, Policy D.6.1, as well as any and all provincial and federal smoking regulations, when performing the work under the contract agreement.

## **8 Working Safely**

The successful bidder shall provide adequate protection for workers and the public at all times under the applicable Federal and Provincial Statutes, in accordance with all municipal by-laws and regulations together with any additional safety measures that may be necessary. The successful bidder shall provide and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the Workplace Safety and Insurance Act and Occupational Health and Safety Act, and the Ontario Electrical Safety Code as applicable to the scope of work.

The successful bidder shall ensure that all employees are provided with and instructed in the use of safety equipment as required by the Occupational Health and Safety Act and by other regulations. Normal safety precautions should be observed while around and operating equipment.

The successful bidder shall observe and comply with all Municipal and Provincial safety regulations and shall obtain and pay for all permits, fees, etc. that may be applicable in carrying out the work.

The successful bidder must ensure that during the performance of the work, its personnel are equipped and wear appropriate personal protective equipment: footwear, head protection, etc.

A copy of the Health and Safety Policies of the Town of South Bruce Peninsula is available to the successful bidder upon request. The successful bidder is required to comply at a minimum with the safety standards of the Town of South Bruce Peninsula. The successful bidder shall provide a copy of their own Health and Safety Policy upon request.

The Town of South Bruce Peninsula retains the right to stop the successful bidder's work without penalty to the Town if the bidder does not comply with the Occupational Health and Safety Act and the Health and Safety Policies and Procedures of the Town of South Bruce Peninsula or creates an unacceptable health and safety hazard.

The successful bidder shall be responsible for and shall pay all dues and assessments payable under the *Workplace Safety and Insurance Act*, the *Employment Insurance Act* or any other *Act*, whether Provincial or Federal, in respect to all his employees or operations and shall, upon request, furnish the Town of South Bruce Peninsula with satisfactory evidence that as, the successful bidder, the provisions of any act have been complied with.

The successful bidder will provide to the Town a WSIB Clearance Certificate or proof of WSIB Independent Operator Status prior to the execution of any work.

## **9 Other Rights**

No tender, proposal, or quotation will be accepted from any person or company which has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding with respect to any previous contract without prior approval of Council.

## **10 Payments**

Payment by the successful bidder to the Town of South Bruce Peninsula will be in accordance with the quotation bid and payment will be by certified cheque, bank draft or money order made payable to the Town of South Bruce Peninsula. No other form of legal tender will be acceptable as payment.

## **11 Sales Tax**

Harmonized Sales Tax (HST) will apply to the sale of the wood.

## **12 MASH Annex**

The Town of South Bruce Peninsula acknowledges that this quotation is subject to the MASH Annex.

## **Scope and Specifications**

### **1 Scope of Work**

The Town of South Bruce Peninsula is requesting quotations for the sale and dispersal of hardwood logs located at the Wiarton Works Yard.

The sale will be subject to the final approval of the Town. The wood is being sold on an "as is, where is" basis. The Town of South Bruce Peninsula will not be responsible for pick up or delivery of wood purchased from the Town, nor will the Town in any way assist with blocking/splitting the wood.

The wood may be viewed between the hours of 7:00 am and 3:00 pm, Monday to Friday; bidders must contact the Operations Supervisor, Bob Schultz, at 519-372-3044 to arrange a site visit. The wood is located at the Wiarton Works Yard at 441048 Elm Street in Wiarton.

Acceptable forms of payment will be by certified cheque, bank draft or money order made payable to the Town of South Bruce Peninsula. No other form of legal tender will be acceptable as payment.

The Town reserves the right to award or not award the wood logs to any bidder and the highest bid may not necessarily be accepted. Bids will be dated and timed upon receipt and in the case of tied bids, the first bid received will be used for tie breaking.

### **2 Company Overview and Qualifications**

Within the bid submission, each bidder shall provide an overview of their company, including their qualifications for the quotation call.

Bidders are required to enclose with their bid submission a list of any sub-contractors for work being performed; the Town reserves the right to approve or reject any/all sub-contractor(s).

### **3 Work Plan and Schedule**

The successful bidder shall carry out operations in a workmanlike manner to minimize damage to roads, landings, fields, fences, etc. The successful bidder shall leave the site conditions in the same or better condition as before the start of the work and shall repair all damage caused by the operation. If the purchaser fails to complete necessary repairs, the Town will have such work completed at the purchaser's expense.

The Town requires that the wood is to be completely removed from the site by June 30, 2017 and that payment shall be made to the Town prior to the removal of the wood from

Town property. Within the bid submission, each bidder shall provide their work plan which shall indicate their schedule and ability to meet the Town's deadlines.

#### 4 Evaluation Criteria

The following criteria will be used for evaluating bids submitted to the Town. The Town reserves the right to shortlist firms for further evaluation if required; this may alter the final scoring results. Any or the highest bid not necessarily accepted.

<b>Item</b>	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
1	Company Overview and Qualifications	15%
2	Work Plan	25%
3	Schedule	25%
4	Bid Price	30%
5	Previous History with the Town	5%

Bidders are required to review the quotation document's Scope and Specifications, Sections 1 through 4 (found on pages 7 through 8), and submit detailed information of how their company will meet the Town's requirements, specifically submitting information required to meet the evaluation criteria listed above. The quotation will only be evaluated based on the information that is provided within the bid submission. Please ensure that all relevant information is provided for evaluation.



### Quotation Form Q-1

Item No.	Description	Bid Price (Excluding HST)
1	Total lump sum purchase bid price for hardwood logs located at the Wiarton Works Yard. The wood is "as is, where is".	
<b>HST (13%)</b>		
<b>Total</b>		

I hereby submit this bid understanding that the hardwood logs for which I have placed a bid will be sold by the Town of South Bruce Peninsula in an "as is, where is" condition. I understand that the Town makes no representation and provides no assistance blocking/splitting or loading/removing the wood.

I further understand that the successful bidder will be required to pay for the wood in full prior to its removal from Town property. Timing for the removal of the wood by the successful bidder will be coordinated with Town officials.

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Signature of Authorized Person

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Name (Please Print)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 E-mail Address

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Fax

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Bidder's Initials

**Subcontractors:** Enclose a list of any sub-contractors for work being performed; the Town reserves the right to approve or reject any/all sub-contractor(s)



## Statement by Bidder

Bid Document Name: **Sale of Hardwood Logs**

Bid Document Number: **PW 17-03**

Bidder Company Name: \_\_\_\_\_

Bidder Company Address: \_\_\_\_\_

\_\_\_\_\_

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Position