



Town of South Bruce Peninsula

Quotation PW 17-04

Street Sweeping

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Street Sweeping

The Town of South Bruce Peninsula is requesting quotations for street sweeping services on all municipal hardtop streets within Sauble Beach, and potentially some areas in Oliphant depending on budget availability. Sealed bids will be received at the Town of South Bruce Peninsula Municipal Office until **2:00 pm** local time on **March 27, 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

Quotations are subject to a formal contract being prepared and executed. Contract award is subject to Town of South Bruce Peninsula approval and subject to budgetary constraints. The lowest or any bid will not necessarily be accepted. 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 quotations will be received until **March 27, 2017 at 2:00 pm** in a sealed envelope clearly marked with the following:

<p style="text-align: center;">Street Sweeping Quotation PW 17-04</p> <p style="text-align: center;">Town of South Bruce Peninsula Attention: Andrew Sprunt Manager of Public Works 315 George St, PO Box 310 Warton ON, N0H 2T0</p>
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The envelope is to include the bidding 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 quotations (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
- Quotation Form Q-2 – References and Related Experience
- Company Overview and Professional 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 contract with the Terms and Conditions as set out in the quotation.

Bids shall be submitted on our quotation form only.

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 lowest or any quotation. Bids must be legible and completed in ink or typewritten with all blanks filled in.

Within the bid submission, if the amount bid for an item does not agree with the extension of the estimated quantity and the bid unit price, the unit price shall govern and the amount of the 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 contract, the Contractor 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 Equipment

The successful bidder shall furnish and maintain all such equipment as is considered necessary for conducting the work in an acceptable manner and at a satisfactory rate of progress. All equipment, tools, and machinery used for handling materials and executing any part of the work shall be maintained in a satisfactory, safe efficient working condition. Equipment used by the successful bidder shall be such that no injury to the workers or property will result from its use. The successful bidder shall be

responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work and services performed hereunder. The successful bidder shall provide reasonable protection to prevent property loss or damage and/or personal injury to persons, including but not limited to employees performing such work and all other persons who may be affected thereby.

The successful bidder shall be responsible and accept all liability for the licensing, inspections and any compliance with federal, provincial or municipal laws as they pertain to the vehicles to be used. Furthermore, the successful bidder will furnish to the Town any and all vehicle safety certificates on the vehicles to be used under the contract if requested.

Where a vehicle is hauling material for use in the contract, 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 the legal limit as specified under the *Highway Traffic Act*, whether such vehicle is registered in the name of the contractor or otherwise.

The equipment must be capable of adjustment to suit all operating conditions. Bidders shall make available all equipment for inspection by the Town prior to execution of the contract.

5 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 contract forthwith or to direct the Town to take the whole or any part of the works out of the hands of the successful bidder under the same provisions as those specified.

6 Assignment and Sub-Letting

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

7 Employees

The successful bidder agrees that the Town of South Bruce Peninsula is not to be deemed the employer of the successful bidder nor its personnel under any circumstances whatsoever.

Should any overseer, mechanic, driver or workman employed on or about the work or in connection therewith give any just cause for complaint, the Town shall notify the

successful bidder, in writing, stating the reasons therefore and the successful bidder shall dismiss such persons forthwith and he shall not again be employed by the successful bidder on any Town of South Bruce Peninsula work without the written consent of the Town.

8 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.

9 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 of the contract, 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 contract.

10 Accessibility Regulations for Contracted Services

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service Sect. 6, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained on the following:

1. How to interact and communicate with persons with various types of disability.
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person.
3. How to use equipment that is available on premises that may help in the provision of goods or services.
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities.

Contracted employees, third party employees, agents and others that provide customer service on behalf of the Town of South Bruce Peninsula must meet the requirements of Ontario Regulation 429/07 with regard to training. In accordance with Ontario Regulation 429/07 a document describing the training policy, a summary of the contents of the training and details of training dates and attendees must be submitted to the Town of South Bruce Peninsula upon request.

11 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.

12 Payments

Payment by the Town of South Bruce Peninsula to the successful bidder will be made in accordance with the quotation bid and completion of the contract to the satisfaction of

the Town. Upon completion of the work the successful bidder will submit an invoice to the Town of South Bruce Peninsula. The successful bidder's invoice will set out the unit price in accordance with the bid submission, and the period of time the invoice covers. Payment by the Town of South Bruce Peninsula to the successful bidder will be made within forty five (45) days of the date of the delivery of the invoice.

13 Sales Tax

The bidder will not include the Harmonized Sales Tax (HST) in the quotation prices.

14 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 successful bidder shall provide street sweeping services to all municipal hardtop streets within Sauble Beach and potentially some areas in Oliphant. Prior to the commencement of the work, there will be a site meeting with the Operations Supervisor and a map of the areas to be swept will be provided.

2 Specifications

The successful bidder is to provide all necessary manpower and equipment to perform street sweeping services. The municipality will supply a tandem truck for the dumping of swept material during the hours of 7:00 am to 3:00 pm, Monday to Friday. After those hours a dumping area(s) will be provided for the use of the successful bidder. There will be no cost to the successful bidder for the disposal of the material.

The successful bidder will have the availability to use select hydrants in Sauble Beach and/or Wiarton; Oliphant does not have water available so the successful bidder will need to transport water from Sauble Beach or Wiarton. It is the successful bidder's responsibility to supply all hardware, hydrant adapter, and hose hookups for the filling of sweepers from a hydrant. Mandatory use of a hydrant adapter and backflow preventer is required. The successful bidder must provide a current tester's certificate and completed test results from an OWWA certified backflow specialist confirming that the backflow preventer device is functioning properly. The successful bidder will also be responsible for tracking the amount of water they use, either by number of loads of water used, or by using a flow meter.

The work zone is to be protected during work to ensure the safety of Town residents and visitors. Inspection of services shall be made by and to the satisfaction of the Town of South Bruce Peninsula.

3 Hours of Work

Work will be permitted between the hours of 7:00 am to 9:00 pm, 6 days a week (Monday to Saturday). No work is to be performed outside of these hours unless otherwise expressly authorized in written format by the Town.

4 Equipment

It is hereby understood and agreed that the successful bidder will provide all necessary equipment and personnel to be used for the sweeping activities.

5 References and Related Experience

On the attached form, please provide at minimum, three (3) references of accounts that your company has provided similar services since January 2011. References will be equal in complexity and service requirements outlined in this quotation call. Bidders shall obtain permission from the references provided to use their names; the Town may contact any/all references provided.

6 Company Overview and Professional Qualifications

Within the bid submission, each bidder shall provide an overview of their company, including their qualifications for the quotation call and a list of the equipment to be used for the work.

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).

7 Work Plan and Schedule

The Town requires that all work is to be completed prior to May 19, 2017. Extension of the completion date may be granted in writing by the Town, upon written request from the successful bidder. Within the bid submission, each bidder shall provide their work plan which shall indicate their schedule and ability to meet the Town's deadlines.

8 Evaluation Criteria

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

Item	Evaluation Criteria	Weight Factor
1	Relevant and Related Experience	10%
2	Company Overview and Professional Qualifications	10%
3	References	10%
4	Work Plan and Schedule	25%
5	Budget	40%
6	Previous History with the Town	5%

Bidders are required to review the quotation document's Scope and Specifications,

Sections 1 through 8 (found on pages 9 through 11), 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

1. Hourly Rate for Street Sweeping: _____ \$ _____
(including manpower and equipment)
2. Number of sweepers to be used during contract: _____
3. Capacity of the sweeper(s): _____
(include units of measure ex. cubic metres, cubic yards, etc.)
4. Sweeper capable of dumping material in a supplied truck: Yes
No

Company Name

Signature of Authorized Person

Name (Please Print)

Address

E-mail Address

Phone

Fax

Date

Bidder's Initials

Sub-contractors: 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)

Quotation Form Q-2

References and Related Experience

Please provide at minimum, three (3) references of accounts that your company has provided similar services since January 2011. References will be equal in complexity and service requirements outlined in this tender call. Bidders shall obtain permission from the references provided to use their names; the Town may contact any/all references provided.

Description of Project/Contract	Location / Municipality	Year and Month of Contract	Name & Phone Number of Reference

Company Name

Bidder's Initials



Statement by Bidder

Bid Document Name: **Street Sweeping**

Bid Document Number: **PW 17-04**

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