



Town of South Bruce Peninsula

Quotation PW 17-17

Traffic Signal Maintenance

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The Town of South Bruce Peninsula is requesting quotes for the maintenance of traffic signals within the Town of South Bruce Peninsula limits. Sealed bids will be received at the Town of South Bruce Peninsula Municipal Office until **2:00 pm** local time on **October 13, 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 bids will be received until **October 13, 2017 at 2:00 pm** in a sealed envelope clearly marked with the following:

<p style="text-align: center;">Traffic Signal Maintenance Quotation PW 17-17</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>

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 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 quotes (i.e. 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
- Quotation Form Q-3 – 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 document.

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 quote. 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, or with the calculations of the total bid 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 successful bidder must furnish to the Corporation, at his/her cost, a certified copy of a liability insurance policy. All minimum coverage is detailed below:

- \$2 million – general liability and automobile 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 bidder shall not assign or sublet the agreement 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. Payments

12 Payments

Payment by the Town of South Bruce Peninsula to the successful bidder will be made upon receipt of the invoice, in accordance with the bid.

The successful bidder will submit invoices 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 Town of South Bruce Peninsula has three signalized intersections. The locations are as follows:

- Non-LED signalized intersection at Berford Street (Highway 6) and William Street in Wiarton
- LED signalized intersection at Berford Street (Highway 6) and Frank Street in Wiarton
- LED signalized pedestrian-controlled intersection at Berford Street (Highway 6) and George Street in Wiarton

It shall be understood and acknowledged that while the quotation includes specific requirements and specifications, a complete maintenance service is required. Items or details not specified in the quotation, but needed to complete the work, shall be provided, as required. Any omission or error or misinterpretation within the quotation shall not relieve the bidder of the responsibility to fulfil those requirements or to provide complete maintenance service.

Should the Town choose to change the Non-LED signals at Berford Street and William Street to LED signals, there will be no increase paid to the successful bidder beyond the prices provided for annual maintenance or emergency call-outs provided within their bid submission.

The contract will be for a term beginning November 1, 2017 and expiring October 31, 2020. The successful bidder will be required to perform one full inspection of all signalized intersections within each calendar year of the contract; it is expected that between the time when the contract is signed and the completion of the contract on October 31, 2020, the successful bidder shall perform three (3) full inspections of all signalized intersections.

Traffic signal maintenance shall be performed annually in the spring of each year, or as directed by the Town, and as included in this document.

The Electrical Safety Authority expects up-to-date logging of all electrical maintenance activities. The traffic signal maintenance log binders must be completed and maintained in each cabinet for each visit to an intersection, whether work was performed or not.

2 Annual Inspection Maintenance Procedures

At a minimum, the successful bidder shall perform the following:

2.1 Walk Around Inspections

- Attempt to move the cabinet, and if there is motion, tighten the clamps or anchor bolts;
- On base-mounted cabinets, a rubber or neoprene gasket should fit tightly between the cabinet and concrete base. If a gap exists, tighten the anchor bolts or apply a bead of silicone around the base leaving 1/8" hole at the lowest point for any moisture in the cabinet to seep out;
- One pole-mounted cabinets, ensure the fitting entrance is secured;
- Check for puncture or corrosion holes and repair immediately, if required;
- Rust spots on steel cabinets should be sanded, primed and painted to inhibit further corrosion;
- Remove any posters from exterior; and
- Remove any foreign material blocking the air intake or outlet vents.

2.2 Inside the Cabinet - General

- Open the main door and police door; lubricate the hinges and all moving mechanical parts;
- Check the door gaskets for deterioration; replace if necessary;
- Ensure that the harness leading from the main panel to the police door does not pinch or bind against the main door; adjust if necessary;
- Remove the winter block and replace with air filter in the spring;
- Vacuum inside the cabinet, blow all the terminal blocks, wiring harnesses, and plug-in components then re-vacuum the cabinet;
- Megger for proper cabinet grounding and verify that the neutral, ground and power connections are secure in the cabinet;
- Hand check that each connection cable and plug-in component is seated firmly;
- Using the appropriate screwdriver, verify that every terminal screw is tightened by first loosening it a ¼ turn, then re-tightening it;
- Verify the cabinet service light functions; and
- Ensure that all cabinet wiring diagrams, appropriate equipment operation manuals, controller and timing data sheets and the log books are inside the cabinet.

2.3 Temperature Controls

- Jumper AC power to the fan and heater to ensure they function properly;
- Using a blower type of heater, apply heat to the fan thermostat and heater thermostat to ensure that they shut off; and
- Apply circuit board cooling spray to the fan thermostat and heater thermostat to verify that the fan and heater turn on.

2.4 Controller

- Verify that all data programmed into the controller matches the controller timing data sheets;
- Manually place vehicle and pedestrian calls on each phase using the cabinet test push buttons or through the controller keyboard to verify correct operation;
- Where time clock functions are used for time of day features, set the real clock time for each time of day operation; be sure to reset the real time back to the correct time when finished;
- Where coordinators are used, set the controller free and then verify that the unit picks back up in sync; if time base coordination is used, either manually call for timing plans or set the real time clock for each cycle/offset/split combination called to verify it's operation; and
- If the controller is equipped with battery backed RAM, verify that the battery is operational by removing power from the unit for 3 to 5 minutes, check the battery voltage for the manufacturer rating; when power is restored, verify that the controller data is correct.

2.5 Flash Operation

- Verify the operation of each flash switch inside the cabinet and the police door;
- Verify that the flash transfer relays energize / de-energize when flash is commanded;
- Verify that all signal heads are flashing the correct color; and
- Perform the CMU failsafe flash tests to verify the operation of the CMU and record all results.

2.6 Vehicle and Pedestrian Actuation Equipment

- Verify correct connection of the pedestrian push buttons to the cabinet input terminals;

- Check the operation of each pedestrian push button by placing calls through each one;
- Verify the correct connection of the vehicle loops to their detector amplifier inputs inside the cabinet;
- Verify the detector amps are connected to the correct phase inputs of the controller;
- Verify each detector amp, when activated, is placing a call to the correct phase input of the controller;
- Displays such as the LED's on switchpacks, flashers, and CMU's and LCD/LED readouts on controller provide important information especially during trouble shooting; verify all LED's and LCD displays are fully functional; repair them immediately if they have failed ;
- Verify that all vehicle and pedestrian signal heads are properly aligned and displaying all indications;
- Hand check all pedestrian push buttons and signs to ensure they are securely mounted;
- Verify that all junction boxes, poles covers, etc. are secured;
- Inspect each vehicle loop to ensure it is embedded in the road surface;
- Record any problems or irregularities and take corrective action as soon as possible; and
- Record name, time, date, nature of work in the cabinet logbook.

3 Emergency Call-Outs

The successful bidder shall be available twenty-four (24) hours per day, seven (7) days per week for emergency call outs, to troubleshoot traffic signals in the event of a failure. The successful bidder shall be contacted by Town of South Bruce Peninsula staff in the event of call out.

When police officers are required on the scene longer than the response time and the successful bidder is billed for these services, the Town will reimburse the successful bidder.

3.1 The successful bidder shall **respond within three (3) hours** of being notified for the following reasons:

- Broken traffic or pedestrian signal;
- Signals out of alignment;
- Signals on flash;
- Signals in conflict;
- Any of Red Signal out, Amber Signal out, Green Signal out;
- Green or amber arrow out;
- Don't Walk pedestrian signal out;
- Walk pedestrian signal out;

- Pole, signal or controller knockdown;
- Pedestrian button not working; or
- Anything, in the opinion of the contractor, Town staff or police, that may endanger the public.

3.2 The successful bidder shall respond within twenty-four (24) hours of being notified for the following reasons:

- Pre-emption not working;
- Broken loop; or
- Anything, in the opinion of the contractor, Town staff or police that does not constitute an immediate danger to the public and is not listed above.

4 Hours of Work

Work will be permitted on the Town of South Bruce Peninsula roads/intersections from 7:00 am to 7:00 pm Monday to Friday for normal maintenance. No work is to be performed on the road outside of these hours for normal maintenance. Emergency maintenance can occur anytime.

5 Traffic Control

The successful bidder shall supply the required traffic controllers and portable signs to protect the work zone and to ensure the safe passage of traffic in conformance with the MTO Traffic Control Manual for Roadway Work Operations, the Town Health and Safety Procedures, and the Occupational Health and Safety Act.

6 Progress of the Work and Time of Completion

All of the traffic signal and flashing light maintenance shall be completed by the last weekday of May within any given year. Within the bid submission, each bidder shall provide their work plan which shall indicate their schedule and ability to meet the Town's deadlines.

An extension of time may be granted in writing by the Town in the event of the work being delayed beyond the prescribed time for completion. Such extensions shall be for such time as the Town may prescribe. An application for an extension of time shall be made in writing by the successful bidder to the Town at least fifteen (15) days prior to the date of completion fixed by the contract.

7 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 2012. 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.

8 Company Overview and Professional Qualifications

The successful bidder shall be or employ a qualified Licensed Journeyman Electrician. A basic, intermediate or advanced electrical apprentice may work on traffic signals provided they are directly supervised by Journeyman Electrician.

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).

9 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	References and Related Experience	10%
2	Company Overview and Professional Qualifications	25%
3	Work Plan and Schedule	20%
4	Budget	40%
5	Previous History with the Town	5%

Important:

Bidders are required to review the quotation document's Scope and Specifications, Sections 1 through 9 (found on pages 9 through 14), 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
 Annual Inspections***

Item	Item Description	Price (Excluding HST)
1	Annual Inspections of Signalized Intersections at Berford St & William St and Berford St & Frank St, and the Pedestrian-Controlled Intersection at Berford St & George St (November 1, 2017 – October 31, 2018)	\$
2	Annual Inspections of Signalized Intersections at Berford St & William St and Berford St & Frank St, and the Pedestrian-Controlled Intersection at Berford St & George St (November 1, 2018 – October 31, 2019)	\$
3	Annual Inspections of Signalized Intersections at Berford St & William St and Berford St & Frank St, and the Pedestrian-Controlled Intersection at Berford St & George St (November 1, 2019 – October 31, 2020)	\$
Total Price (Excluding HST)		\$

*Prices quoted for annual inspections to include any applicable costs for travel, equipment charges, etc. There will be no extra expenses paid for the annual inspections beyond these prices.

 Company Name

 Signature of Authorized Person

 Name (Please Print)

 Address

 E-mail Address

 Phone

 Fax

 24 hour on-call number

 Date

 Bidder's Initials

Quotation Form Q-2
Emergency Call-Outs
(As Required)

Item 4 Cost per person including equipment and vehicles (excluding boom truck):

	Price per Hour for Call-Outs During Normal Working Hours*	Price per Hour for After-Hours Call-Outs*
Basic Electrician	\$	\$
Intermediate Electrician	\$	\$
Advanced Journeyman	\$	\$
Journeyman Electrician	\$	\$

*Prices quoted for emergency call-outs to include any applicable costs for travel, equipment charges, etc. There will be no extra expenses paid for the call-outs beyond these prices.

Item 5 Cost per Hour for Boom Truck: \$ _____

Item 6 Minimum Call-Out Time: _____ hour(s)

Item 7 Mark-up on Materials: _____ %

Company Name

Bidder's Initials

Quotation Form Q-3 References and Related Experience

Please provide at minimum, three (3) references of accounts that your company has provided similar services since January 2012. 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.

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

Company Name

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: **Traffic Signal Maintenance**

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

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