

Town of South Bruce Peninsula

Quotation PW 17-21

Hepworth Park Entrance

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The Town of South Bruce Peninsula is requesting quotations for the construction of a new entrance into the Hepworth Park. Sealed bids will be received at the Town of South Bruce Peninsula Municipal Office until **2:00 pm** local time on **November 10, 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

There will be a mandatory site meeting on November 3, 2017 at 10:00 am. Potential bidders will meet Town staff at the Hepworth Park to discuss the details of the project.

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 **November 10, 2017 at 2:00 pm** in a sealed envelope clearly marked with the following:

<p style="text-align: center;">Hepworth Park Entrance Quotation PW 17-21</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 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
- Quotation Form Q-3 – List of Sub-Contractors
- 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 Town forms 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.

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 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.

The Town reserves the right at its sole discretion to reject any bid submission or not enter into an agreement with any bidder if it is felt that any equipment is inappropriate for the 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 Notice to Contractor

Any notice or communication to the successful bidder shall be deemed to be well and sufficiently given and served if handed to the successful bidder or any of his clerks or agents or if posted or sent to the address given in his bid submission for the work attached hereto, or his usual place of business, or to the place where the work is to be or is being carried on, or if posted to or left at his last known address; any papers so left

sent or addressed shall be considered to be, and to have been legally served the successful bidder. In any written or printed notice to the successful bidder in respect of general, special, or other repairs, or of any work of any nature required to be done under any of the provisions of the contract, or of any other matter, it shall not be obligatory upon the Town to specify minutely or in detail everything required nor to specify by measurement the exact extent thereof, or the precise spot or spots where the work or material may be defective or faulty, or where any of the requirements of the specifications have not been observed; but a reference in such notice to the clause or clauses bearing the matter, and a description of the locality in general terms and sufficiently clear, in the opinion of the Town to indicate where the defect or trouble exists, shall be deemed to be and shall be ample notice.

8 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.

9 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 no smoking regulations, when performing the work under the contract agreement.

10 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 Corporation 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.

11 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.

12 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.

13 Payments

Payment by the Town of South Bruce Peninsula to the successful bidder will be made in accordance with the quotation submission. Upon completion of the work the successful bidder will submit an invoice to the Town of South Bruce Peninsula. 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.

14 Sales Tax

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

15 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 Hepworth Park is a municipal park in South Bruce Peninsula. The Town is planning to construct a new paved entrance, a thru-road, a path walk-way, a gravel parking area, and a gravel entrance into the park off of Spencer St in Hepworth.

There will be a mandatory site meeting on November 3, 2017 at 10:00 am. Potential bidders will meet Town staff at the Hepworth Park to discuss the details of the project.

The work will consist of the removal of the existing topsoil to a depth of 350mm, or greater where needed, and replacing with 250mm Granular 'B Type II and 100mm of Granular A'. The depth of 350mm the excavation will be throughout the entire cross section of the two entrances, the thru-road, the path walk-way, and the parking lot.

The bidder must submit an m³ price for Item #1 for the earth excavation. If the bidder wishes to obtain the excavated soil they must submit an m³ price for provisional Item # 9. The Town's preferred option for the earth excavation is Item # 9 – "Earth Excavation – contractor credit Town for soil removed". The Town would expect a discounted excavation price, if the bidder would like to obtain the excavated soil. There are 10 Test holes dug on-site, at the Hepworth Park for the bidder to see the type and the quality of material to be excavated.

The thru-road will run from Queen St E (Highway 6) and extend to Spencer St in Hepworth. The thru-road will be 6m wide and approximately 160m long. There is a 45m section on the thru- road that will have a larger width of 12m.

The path walkway will start at the end of the gravel parking lot, and extend to the Hepworth Community Centre side entrance. The walkway will be 2m wide and approximately 40m in length. The walkway will be paved with 65mm single lift of HL3 Hot Mix asphalt.

The entrance into the park off Queen St E (Highway 6) will have a radius of 10m, with a width of 8m along the roadside. The entrance will be paved with two lifts of HL3 hot mix asphalt, The Asphalt lift thickness will be 50mm & 65mm thick. The length of the paved asphalt course entrance will be 5m from the back of the curb and gutter to past the property line. All granular material must be compacted, placed in layers and conform to Ministry of Transportation current specifications.

The gravel entrance off of Spencer St. will be an 8m wide entrance, with a 5m radius. The work will include the removal of existing soils and replacing with 100mm of Granular A', and 250mm of Granular 'B Type II. The entrance will be a straight entrance off of Spencer St, and have a 10m long taper down to 6m, to match the thru-road width.

The successful bidder will supply and install a 10m x 250mm CSP culvert for the gravel entrance off of Spencer St. The culvert shall match existing ditch line.

After the work is completed the successful bidder will be responsible for restoring the site(s) to original condition, including topsoil and seed placement.

Award is subject to budget limitations. The Town makes no representation or guarantee as to the quantity of work to be performed. The Town of South Bruce Peninsula reserves the right to increase quantities required; municipal budget constraints and Council direction could result in an increase or decrease in quantities or a full or partial suspension of any supplies required.

2 Specifications

Item No. 1

Description: Earth excavation – Haul to Wiarton Works Yard
Specifications: - OPSS 206

Special Provisions: Earth Excavation will include the removal of existing soils, to a depth of 350mm or greater where needed. The excavated material will be hauled and dumped at the Wiarton Works Yard at 441048 Elm St. From the Hepworth Park to the Wiarton Works Yard, is a 26Km roundtrip.

Item No. 2 & 3

Description: Granular "A", Granular "B" Type II
Specifications: - OPSS 1010

- The contractor will supply and place all granular material. The fished grade for the parking lot, two entrances, the thru- road & path walk-way shall match adjacent grass surface.

Item No. 4

Description: Topsoil, seed and cover
Specifications: - OPSS 802, 804

Special Provisions: Permanent seed mix shall be Standard Roadside Mix with Hydraulic Mulch Cover. Topsoil will be placed throughout the site, where the existing ground has been disturbed from construction. The topsoil and seed placement will only be placed if approved by the Town representative

Item No. 5

Description: Materials Testing Allowance

Special Provisions: The Municipality will pay for these services directly. No payment to the successful bidder shall be made under this item.

Item No. 6

Description: Hot Mix Asphalt Queen St E (Highway 6) Entrance

Specifications: - OPSS 311

- The HL3 hot mix asphalt for the Queen St E (Highway 6) entrance will be placed in two lifts of 65mm & 50mm thickness.

Item No. 7

Description: Hot Mix Asphalt Path Walk-Way

Specifications: - OPSS 311

- The HL3 mix hot mix asphalt for the Path Walk-Way will be placed in a single lift of 65mm thickness.

Item No. 8

Description: New 250mm CSP Entrance Culvert Installation

Specifications: - OPSS 401, OPSS 421 and OPSD 802.010.

- The new installation of the 250mm x 10m circular CSP culvert shall be supplied and installed by the successful bidder. The CSP entrance culvert shall match the existing ditch line.

Item No. 9

Description: Provisional Item - Earth excavation – contractor credit Town for soil removed

Specifications: - OPSS 206

Special Provisions: Earth Excavation will include the removal of existing soils, to a depth of 350mm or greater where needed. The excavated material will be obtained by the contractor hauled away to the contractor's desired location. The Town would expect a discounted excavation price, if the contractor chooses to obtain the excavated soil.

3 Hours of Work

Work will be permitted between 7:00 am to 7:00 pm, Monday to Friday. No work is to

be performed outside of these hours, unless requested by the successful bidder and permitted by the Town.

Work is to be completed and coordinated with Town representatives.

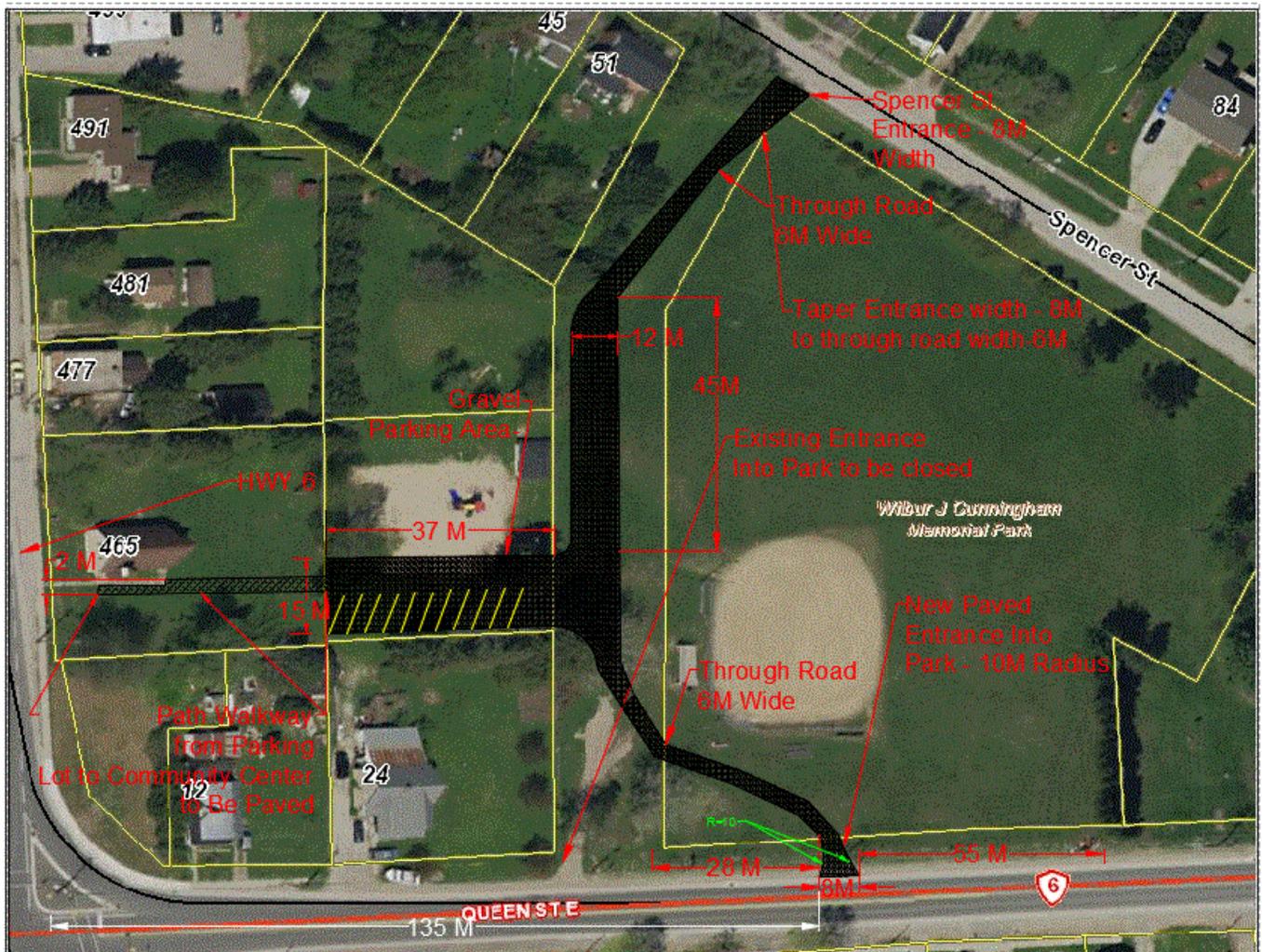
4 Location

Images of the site are included below as **Figure 1** and **Figure 2**

Figure 1



Figure 2



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.

6 Equipment

It is hereby understood and agreed that the successful bidder will provide the equipment and personnel to be used for the work. Only bidders having sufficient and adequate equipment to perform the work of this contract will be considered. The Town reserves the right to visit the bidder's premises to examine its resources.

7 Standard Specifications

Where reference is made to OPSS or OPSD, the successful bidder shall refer to the latest revision of the Ontario Provincial Standard Specifications (Municipal Versions) and the Ontario Provincial Standard Drawings. These specifications and drawings may not be bound within this document. They are available on-line at:

www.ragsa.mto.gov.on.ca/techpubs/ops.nsf/opshomepage

or

Ronen Publishing House Inc.
505 Consumers Road, Suite 910
Toronto, ON M2J 4V8
1-800-856-2196

Where in the Specifications the word “Corporation”, “Municipality”, or “Owner” occurs it shall mean the “Corporation of the Town of South Bruce Peninsula”.

8 Existing Structures and Utilities

It is the successful bidder’s responsibility to locate, support, and maintain all existing structures and utilities within or adjacent to his work. Any damaged structure, utility or surface will be repaired or replaced to the satisfaction of the Town at the successful bidder’s cost.

9 Construction Layout

Construction layout shall be will be carried out by the Town. In case of any discrepancy or doubt, the successful bidder will consult with the Town.

10 Mud or Dirt Tracking

It will be the successful bidder’s responsibility to sweep and apply water to the road surface as required to mitigate dust nuisance.

11 Items to be Inclusive

All items are to be inclusive, i.e. supply of materials, excavations, bedding, backfill, restoration (except where specifically set out in another item) and all other work that is required to complete the construction.

12 Workplace Security

The successful bidder will be responsible for the safety of all persons, vehicles and equipment within the Contract limits. Signage and protection will be in accordance with the manual or uniform traffic control devices

13 Specifications and Standards

Ontario Provincial Standard Specifications (Municipal) and Ontario Provincial Standard Drawings will apply to this contract except where they may conflict with Contract Drawings, General Contract Specifications or Items Related to Specifications.

14 Indemnification of Other Parties

The successful bidder shall name the Town of South Bruce Peninsula as additional insured, on his insurance policy, for work under this contract.

These specific references do not relieve the successful bidder of any of the requirements of G.C.6.02

15 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.

16 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).

17 Work Plan and Schedule

The Town requires that all work is to be completed by December 15, 2017. The paving of the entrance off of Queen St E (Highway 6) will be paved in the spring of 2018. 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.

18 Approvals

The Town has obtained an entrance permit from the Ministry of Transportation for the new entrance into the Hepworth Park.

19 Evaluation Criteria

The following criteria will be used for evaluating quotations 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 quotation not necessarily accepted.

Item	Evaluation Criteria	Weight Factor
1	Relevant and Related Experience and References	15%
2	Company Overview and Professional Qualifications	10%
3	Work Plan and Schedule	30%
4	Budget	40%
5	Previous History with the Town	5%

Bidders are required to review the quotation document's Scope and Specifications. 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	Item Description	Unit	Unit Quantity	Unit Price	Total Price (Excluding HST)
1	Earth excavation - Haul to Wiarton Works Yard	m ³	1230	\$	\$
2	Granular "B" 250mm – Supply & Place	Tonne	1930	\$	\$
3	Granular "A" 100mm – Supply & Place	Tonne	770	\$	\$
4	Topsoil seed and cover	m ²	150	\$	\$
5	Material Testing	-	-	-	-
6	Hot Mix Asphalt Queen St E (Highway 6) Entrance	m ²	40	\$	\$
7	Hot Mix Asphalt Path Walk-Way	m ²	90	\$	\$
8	New 250mm CSP Entrance Culvert Supply & Installation	m	10	\$	\$
Total Price for Items 1 – 8 (Excluding HST)					\$
9	Provisional Item - Earth excavation – contractor credit Town for soil removed	m ³	1230	\$	\$

 Company Name

 Bidder's Initials

**Quotation Form Q-1
(Continued)**

Company Name

Signature of Authorized Person

Name (Please Print)

Address

E-Mail Address

Phone

Fax

Date

Bidder's Initials

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 2012. 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

Quotation Form Q-3 List of Sub-Contractors

The bidder shall name and list all sub-contractors used in making their tender stating the portion of the work allotted to each. Only one Sub-contractor shall be named for each part of the work to be sublet.

Name of Sub-Contractor	Address	Extent of Work

Company Name

Bidder's Initials



Statement by Bidder

Bid Document Name: Hepworth Park Entrance

Bid Document Number: PW 17-21

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