



**Town of South Bruce Peninsula**

**Tender PW 17-05**

**Maintenance Gravel**

## **Town of South Bruce Peninsula**

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### **Maintenance Gravel**

The Town of South Bruce Peninsula is requesting tenders for the supply, application, and stockpile of granular "A" maintenance gravel for the Town of South Bruce Peninsula. 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](http://www.southbrucepeninsula.com)

Each tender must be accompanied by a bid deposit in the amount of 10% of the bid. A certified cheque or bank draft payable to the Town of South Bruce Peninsula will be the only form of bid deposit accepted.

Tenders are subject to a formal contract being prepared and executed. Final quantities required may vary depending on budget approval. 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 tenders 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;"><b>Maintenance Gravel</b> Tender PW 17-05</p> <p style="text-align: center;"><b>Town of South Bruce Peninsula</b> <b>Attention: Andrew Sprunt</b> <b>Manager of Public Works</b> 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 tender 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) tender 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 tenders (ie. fax or email) will not be considered.

### 2 Tender Requirements

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

- Tender Form T-1
- Tender Form T-2 – References and Related Experience
- Tender Deposit (10% of the bid)
- Gradation Test – Granular “A”
- 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 tender 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 tender.

Bids shall be submitted on our tender form only.

The bidder must submit a tender deposit in the amount of 10% of the total tender which will be held for performance security on the successful bidder. A certified cheque or bank draft, payable to the Town of South Bruce Peninsula, will be the only form of tender deposit accepted.

Tenders 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 tender. 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 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 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.

## **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 tender 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.

## **13 Sales Tax**

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

## **14 MASH Annex**

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

## **Scope and Specifications**

### **1 Scope of Work**

This tender is for the purpose of the supply and application of road maintenance gravel and to provide a gravel stockpile, as directed by the Town. The contract will be for the 2017 calendar year only.

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 gravel quantities required as municipal budget constraints and Council direction could result in an increase in quantities.

### **2 Specifications**

For the unit price tendered per tonne, the successful bidder shall supply and coordinate with Town staff to apply 7/8" Granular "A" material from a quarry source to roads within the Town of South Bruce Peninsula, as per OPSS standard 1010, as directed by the Town.

The Town will be reconstructing Lakeshore Boulevard North between Fourth Street North and Sixth Street North in Sauble Beach, and asks bidders to provide a price per tonne for 2" crushed Granular "B" Type II and 7/8" Granular "A" to be delivered to Lakeshore Boulevard North. The approximate quantities are 4,500 tonnes of the Granular "B" and 2,300 tonnes of Granular "A". The granular material shall be in accordance with OPSS standard 1010. Pending half load weight restrictions, the street should be ready for granular material in April/May, prior to asphalt application that should be completed by May 19, 2017.

Pending budget limitations, the Town may require 2" crushed Granular "B" Type II to be applied to roads prior to the application of maintenance gravel, as well as various projects during the year, and asks bidders to provide a price per tonne for the material as a provisional item.

The successful bidder shall be capable of producing and applying a minimum of 1,200 tonnes per day. Failure to comply with this provision will result in a \$500.00 penalty for each occurrence. These costs may be deducted from the successful bidder's invoice by the Town. The successful bidder shall provide the Town with load ticket sheets for each truck on a daily basis.

### **3 Hours of Work**

Work will be permitted on South Bruce Peninsula roads 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 the Operations Supervisor(s).

### **4 Testing of Materials**

The granular “A” material will be tested by the bidder and a copy of the results of the gradation test from the proposed pit is to be included with the tender submission. This test is to be completed in accordance with OPSS 1010 granular “A” requirements and is at the expense of the bidder.

Following contract award, the successful bidder shall allow the Town access to the aggregate material being delivered to obtain random samples on a daily basis that the Town can test to ensure the material continues to meet requirements and specifications.

Should the materials from the samples fail to meet the requirements of the specifications, the Town reserves the right to suspend services and/or receive a reduction in cost based on the quality of the materials.

### **5 Traffic Control**

Traffic control and portable signage may be provided by the Town’s forces, but the successful bidder is ultimately responsible for ensuring each load is applied in a manner that protects the work zone and ensures the safe passage of traffic. The successful bidder will be required to coordinate with Town staff to ensure adequate availability of personnel during the works.

### **6 Equipment**

It is hereby understood and agreed that the successful bidder will provide the equipment and personnel to be used for the shipping and application of the Granular “A”. The Town will supply the personnel and equipment required to grade the Granular “A” into place on the roadway, and to pile the stockpile Granular “A”. The successful bidder will be required to coordinate with Town staff to ensure adequate location and pace of dumping. The successful bidder may be required to provide varying sizes of trucks to navigate roads which have a limited road width and/or inadequate turn-around areas.

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 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 tender 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

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

## 9 Work Plan and Schedule

The Town requires that a minimum of 80% of the granular material is to be delivered and applied to Town roads by July 15, 2017, with the remaining 20% of the material delivered by November 30, 2017. Within the bid submission, each bidder shall provide their work plan which shall indicate their schedule and ability to meet the Town's deadlines.

## 10 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 Relevant Experience	10%
2	Company Overview and Professional Qualifications	10%
3	Work Plan and Schedule	20%
4	Budget	50%
5	Previous History with the Town	10%

Bidders are required to review the tender document's Scope and Specifications, Sections 1 through 10 (found on pages 9 through 12), 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 tender 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.

### Tender Form T-1

Item	Item Description	Unit	Unit Quantity	Unit Price	Total Price (Excluding HST)
1	Maintenance Gravel (7/8" Granular "A")	tonnes	23,000*	\$	\$
2	Stockpile Gravel (7/8" Granular "A")	tonnes	2,000*	\$	\$
3	Gravel for Lakeshore Blvd N (2" Granular "B" Type II)	tonnes	4,500*	\$	\$
4	Gravel for Lakeshore Blvd N (7/8" Granular "A")	tonnes	2,300*	\$	\$
<b>Total Price for Items 1 – 4 (Excluding HST)</b>					<b>\$</b>
5	<i>Provisional Item -</i> Additional Gravel (2" Granular "B" Type II)	tonnes	2,000*	\$	\$
<b>Total Price for All Items (Excluding HST)</b>					<b>\$</b>

\* Final quantities may be altered pending budget allowances

\_\_\_\_\_  
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)

## Tender Form T-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: **Maintenance Gravel**

Bid Document Number: **PW 17-05**

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