



Town of South Bruce Peninsula

Quotation 19-28

Sidewalk Snow Removal Services

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The Town of South Bruce Peninsula is requesting quotes for snow removal services for sidewalks in Hepworth. Sealed bids will be received at the Town of South Bruce Peninsula Municipal Office until **3:00 pm** local time on **August 13, 2019**.

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.

Chris Cornfield
Manager of Operations
Town of South Bruce Peninsula
315 George St., PO Box 310
Warton ON N0H 2T0
(519) 534-1400

Information to Bidders

1 General

Sealed quotes will be received until **August 13, 2019 at 3:00 pm** in a sealed envelope clearly marked with the following:

**Sidewalk Snow Removal Services
Quotation 19-28**

Town of South Bruce Peninsula
Attention: Chris Cornfield, Manager of Operations
315 George St, PO Box 310
Warton ON, N0H 2T0

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 (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
- List of Sub-Contractors (if applicable)
- Statement by Bidder
- Addendum(s) (If any)

The envelope is to include the bidding company name and return mailing address and reference the quotation number.

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](#). 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 the Town's quotation form.

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 successful bidder shall obtain and maintain insurance coverage as outlined below, provided by (an) insurance company(ies) licensed to transact business in the Province of Ontario and of satisfactory financial standing to the Town. Evidence of such insurance shall be provided to the Town in the form of a Certificate of Insurance signed by an authorized signatory prior to the commencement of this Agreement and annually thereafter for the duration of the Agreement and as otherwise specified below:

1. Commercial General Liability insurance policy not less than \$5,000,000 per occurrence, which insures against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the Contractor. This policy shall include:
 - a. The Town of South Bruce Peninsula as Additional Insured
 - b. Cross Liability / Severability of Interests clause
 - c. Contractual Liability
 - d. Minimum thirty (30) day's written notice of cancellation or non-renewal to the Municipality
 - e. Non-owned automobile liability (SPF 6)

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 entire 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 or influence 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 Freedom of Information and Ownership of Documents

Any personal information required on the quotation forms is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act. This information will be an integral component of the quote submission.

All written quotations received by the Town become a public record and once a quotation is accepted by the Town, all information contained in them is available to the public, including personal information. Bidders may mark any part of their submission as confidential except for the total contract/submission price and the bidder's name. The Town will use its best efforts not to disclose any information so marked but shall not be liable to a bidder where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law. Upon award, the Town may release the name of the successful bidder and the total bid price of the successful bidder.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, as amended, should be directed to:

Town of South Bruce Peninsula
Attention: Clerk
315 George St, PO Box 310
Warton ON, N0H 2T0
519-534-1400 ext. 122

All documents, including proposals, submitted to the Town of South Bruce Peninsula will become the property of the Town. If bidders desire their quotation submission to be protected from disclosure under the above legislation, please provide a signed letter enclosed with the quotation outlining the part of the submission to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for handling an application for disclosure by a third party under this legislation.

13 Conflict of Interest

In addition to complying with the conflict of interest provisions, each bidder must declare in its submission any conflict of interest (actual or potential) which exists now or may

exist in the future in respect of its participation in the quotation process, the submission of its quotation, and, if selected, the performance of its responsibilities. The Town will determine, in their sole discretion, whether any situation constitutes or may constitute a real or potential conflict of interest and reserves the right, in its sole discretion, to disqualify any bidder.

Bidders must also describe in the quotation, their process for identifying, disclosing, reporting and dealing with conflicts of interest that may arise in the future.

14 Payments

Payment by the Town of South Bruce Peninsula to the successful bidder will be made monthly in accordance with the quotation submission. At the end of each month 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.

15 Sales Tax

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

Scope and Specifications

1 Scope of Work

This quotation is requesting bids for snow removal from sidewalks in Hepworth, as specified within this document. The contract will be for a two-year term beginning November 1, 2019 and expiring March 31, 2021, with two separate optional one-year extensions based upon satisfactory performance and mutual agreement of all parties.

The Town requests bidders to provide a per event rate, which will be defined as all costs associated with the removal of snow, including personnel costs, from the designated surface, per call out by Town staff. Said snow removal shall be at the discretion of the Town of South Bruce Peninsula and is dependent upon winter conditions. Please note depending on winter weather conditions clearing of snow may be required more than once per day. Notification to clear snow must come directly from the Town or as otherwise arranged between the contractor and the Town under the supervision of the Operations Supervisor(s). No travel time to and from the route location(s) shall be paid.

Bidders are encouraged to visit sidewalks in Hepworth in order to view their size/length and familiarize themselves with the sites.

Based on minimum maintenance requirements, the Town may need to have the successful bidder apply abrasive materials (sand/salt) to the sidewalks. Bidders are requested to provide pricing for both snow plowing/blowing and for sand/salt application.

2 Duties

Snow removal, including equipment and personnel, shall be the responsibility of the successful bidder and shall be in accordance with all municipal, provincial and federal laws, by-laws and regulations.

In the event that all or part of the work is deemed unacceptable by the Town, payment for all services, or for the applicable section of the work, will be withheld until such time as the work is deemed acceptable by the Town. Meetings between the successful bidder and the Town will take place to discuss the successful bidder's performance as a follow up on any problem(s). The interval of these meetings will be determined by successful bidder's performance.

3 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.

The successful bidder shall properly protect the equipment and place it in the charge of competent operators. The successful bidder shall perform maintenance and upkeep on all required equipment as to ensure minimum wear and maximum availability.

4 Hours of Work

The successful bidder will be required to clear snow from the sidewalk by no later than 8:00 am each day. The actual number of clearing times required will vary depending on the winter conditions and cannot be guaranteed or set at a minimum or maximum number.

5 Locations/Sites

The following sites are to be cleared of snow, as noted.

- Bruce Street (Highway 6) – West Side – from Spring Creek Road to Queen Street
- Bruce Street (Bruce Road 10) – West Side – from Queen Street to Pine Tree Drive including the concrete pad at Pine Tree Drive
- Bruce Street (Bruce Road 10) – East Side – concrete pad at Pine Tree Drive
- Bruce Street (Highway 6) – East Side – from Spencer Street to Queen Street
- Queen Street West (Bruce Road 8) – South Side – from Royal Lane to Bruce Street
- Queen Street West (Bruce Road 8) – North Side – from Elizabeth Street to Bruce Street
- Queen Street East (Highway 6) – South Side – from Bruce Street to 75 Queen Street East
- Queen Street East (Highway 6) – North Side – from Bruce Street, including the median at the crosswalk, to 50 Queen Street East

Quotation Form Q-1

Item	Location/Site Description	Rate Per Event (Excluding HST)
1a	Hepworth Sidewalks – snow removal with plow/blower equipment only	\$
1b	Hepworth Sidewalks – snow removal with plow/blower equipment with sand/salt application	\$

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)

 Company Name

 Phone

 Fax

 Mailing Address

 E-mail Address

 Name of Authorized Signing Officer (print)

 Bidder's Initials

 Date

 Signature of Authorized Person

 24-hour Emergency Number

Quotation Form Q-2

Equipment List

Quantity	Type/Make	Model and Year

If the bidder does not own the equipment listed above, the owner of the equipment must also sign this form.

Company Name

Equipment Owner's Name (print)

Bidder's Initials

Equipment Owner's Signature

Quotation Form Q-3

References and Related Experience

Please provide at minimum, three (3) references of municipalities that your company has provided similar services in the past. References will be equal or greater in value 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	Municipality, Contact Name and Phone Number	Value of Contract	Year and Month of Contract

Company Name

Bidder's Initials



Statement by Bidder

Bid Document Name: **Sidewalk Snow Removal Services**

Bid Document Number: **19-28**

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

Schedule A
Map of Hepworth

