



Town of South Bruce Peninsula

Tender 19-26

Supply and Stockpile Winter Sand and Salt

Town of South Bruce Peninsula

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Supply and Stockpile Winter Sand and Salt

The Town of South Bruce Peninsula is requesting tenders for the supply and stockpiling of treated screened sand for winter sanding at the Albemarle Works Yard, 503 Bruce Road 9 and at the Amabel Sand/Salt Building, 413 Municipal Road. 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

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.

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 tenders will be received until **August 13, 2019** at **3:00 p.m.** in a sealed envelope clearly marked with the following:

Supply and Stockpile Winter Sand and Salt
Tender 19-26

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

The envelope is to include the bidder 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 (i.e. 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)
- Statement by Bidder
- Addendum(s) (If any)

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

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](#) . 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.

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 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 successful bidder 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 successful bidder 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 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 or 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 Freedom of Information and Ownership of Documents

Any personal information required on the tender 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 tender submission.

All written tenders received by the Town become a public record and once a tender 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
Wiarton 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 tender submission to be protected from disclosure under the above legislation, please provide a signed letter enclosed with the tender submission 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 tender process, the submission of

its tender, 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 tender, 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 in accordance with the tender submission and completion of the work to the satisfaction of the Town. Upon completion of the work the successful bidder will submit an invoice to the Town of South Bruce Peninsula. 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 tender prices.

Scope and Specifications

1 Scope of Work

This tender is for the supply and stockpiling of screened sand for winter sanding at the Albemarle Works Yard, 503 Bruce Road 9, and at the Amabel Sand/Salt Building, 413 Municipal Road. The work shall consist of supplying all screened sand, highway rock salt, labour, and equipment required to stockpile treated sand by mixing salt with sand. It is estimated that the quantity required at the Albemarle Works Yard will be 1300 tonnes, and the quantity for the Amabel Sand/Salt Building will be 2500 tonnes for a total of approximately 3800 tonnes, with an anticipated delivery date in September/October 2019.

Within the tender prices, potential bidders are to include the cost to supply the screened sand and highway rock salt, as well as all labour and equipment required to complete the work.

The highway rock salt shall be sourced and delivered by the successful bidder, and shall be mixed thoroughly by the successful bidder with the screened winter sand, in a ratio of 5% salt to sand, to provide a homogeneous mixture. Based on the approximate quantity of sand required, the estimated quantity of salt required should be 190 tonnes.

The stockpile shall be built with a conveyor to permit the placing of material without compaction and to ensure the proper placing of materials. The winter sand and salt that is delivered to the Amabel Works Yard shall be placed within the Amabel Sand/Salt Building and the sand and salt that is delivered to the Albemarle Works Yard will be stockpiled outside, as directed by the Town. The stockpile shall be coned to avoid the ponding of water and to present the minimum exposed surface area. Spillage shall be picked up and returned to the stockpile as soon as practicable.

The successful bidder shall take all necessary precautions to avoid damage to paved surfaces.

Payment at the contract price shall be full compensation for all labour and equipment required to do the work in accordance with O.P.S.S. 314 – Tonne Measurement.

2 Treat and Restockpile Last Year's Sand

The successful bidder shall re-stockpile the existing winter sand and add salt at the Albemarle Works Yard; the approximate quantity is 200 tonnes. Measurement for payment will be lump sum.

3 Ontario Provincial Standards

The Ontario Provincial Standards Specifications (OPSS) shall apply to this project as determined by the Town, including but not limited to the newest version of OPSS 1004 –Material Specification for Aggregates – Miscellaneous.

OPSS Standards can be found online at: <http://www.ops.on.ca>

4 Testing of Materials

Prior to commencing work the successful bidder shall make arrangements to have a sample of the material tested to determine if it is acceptable. No work is to be completed until satisfactory test results are obtained and approved by the Town. The initial testing and any re-testing of the materials and work shall be at the expense of the successful bidder.

5 References and Related Experience

On the attached form, please provide at minimum, three (3) references of municipalities that your company has provided similar services in the past. References will be for contracts equal or greater in value 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. Failure of bidders to provide these references will invalidate the bid.

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).

6 Schedule

The Town requires that all material is to be delivered and stockpiled by October 15, 2019. The Town of South Bruce Peninsula may at its discretion assess a penalty of not more than one thousand dollars (\$1,000.00) for each calendar day the completion of the contract exceeds the completion date stated on the tender documents and approved by the Town.

Tender Form T-1

| Item | Description | Unit | Quantity | Unit Price (Excluding HST) | Total Price (Excluding HST) |
|------------------------------------|---|----------|----------|-------------------------------|--------------------------------|
| 1 | Supply screened winter sand with 5% salt mixture - load, haul, and stockpile (with conveyor) screened and treated winter sand to be delivered at the Albemarle Works Yard and the Amabel Sand/Salt Building | Tonnes | 3800* | \$ | \$ |
| 2 | Treat and re-stockpile previous year's winter sand (Albemarle) | Lump sum | 1 | \$ | \$ |
| Total Price (Excluding HST) | | | | | \$ |

* Final quantities may be modified pending final measurements and sand dome capacity; the successful bidder will be compensated for actual ticket quantities

Company Name

Signature of Authorized Person

Name (Please Print)

Address

E-mail Address

Phone

Fax

Date

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)

Tender Form T-2

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 tender call. Bidders shall obtain permission from the references provided to use their names; the Town may contact any/all references provided. Failure of bidders to provide these references will invalidate the bid.

| 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: **Supply and Stockpile Winter Sand and Salt**

Bid Document Number: **19-26**

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