

**PUBLIC WORKS DEPARTMENT**

**REQUEST FOR QUOTATION  
#2014-11**

**REQUEST  
FOR ROADSIDE SNOW REMOVAL  
PALMERSTON, HARRISTON, CLIFFORD**

Sept 22, 2014

**REQUEST FOR QUOTATION 2014 - 11**  
**FOR ROADSIDE SNOW REMOVAL**  
**PALMERSON, HARRISTON, CLIFFORD**

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**FORM OF QUOTATION**

The Contractor has carefully examined the provisions, plans, specifications and conditions attached to this quotation and has carefully examined the site and locations of the work to be done under this contract and the Contractor understands and accepts the said provisions, plans, specifications and conditions, and for the prices set forth in this quotation, hereby offers to furnish all machinery, tools, apparatus and other means of construction, furnish all materials, except as otherwise specified in the contract, and to complete the work in strict accordance with the provisions, plans, specifications and conditions attached to this quotation.

It is agreed that the quotation quantities are estimated only and may be increased or decreased by the Town of Minto's Public Works Director or designate, without alteration of the contract unit price.

All pages of this document shall be returned with the quotation submission, and all pages of this document shall be initialed by the bidder in the space provided.

I/We the Contractor hereby certify that we will commence work on Schedule A, and to diligently perform the work continuously without undue delay and further promise to complete the work on Schedule "A" within 48 hours of scheduling throughout the winter months.

**BY:**

Firm, Contractor

Or Individual Name \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I have authority to bind the company.

\_\_\_\_\_  
(Name of Signatory)

\_\_\_\_\_  
(Signature)

Accepted on behalf of the Town of Minto:

\_\_\_\_\_  
(Name of Signatory)

\_\_\_\_\_  
(Signature)

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**SUBMISSION INSTRUCTIONS**

**S.1 *Definitions***

The following definitions shall apply throughout the Quotation:

“Agreement” refers to the agreement between the Town of Minto and a Contractor.

“Award” refers to the selection by the Town of a successful Quotation for the provision of engineering services in this Quotation process.

“Contractor” refers to any person or corporation participating in this request for proposal process.

“Road Foreman” refers to the Road Foreman for the Town of Minto.

“Director” refers to the Public Works Director for the Town of Minto.

“Town” refers to The Town of Minto.

“MTO” refers to the Ministry of Transportation, Ontario

**S.2 *Submission Requirements***

- a) **Two** copies of the Quotation shall be submitted in a sealed envelope clearly marked with the Quotation number and title (enclosed):

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- b) Quotations must be addressed to Brian Hansen, Public Works Director of the Town of Minto, 5941 Highway #89, Harriston, Ontario NOG 1Z0, and must be received by the Town of Minto no later than the Closing Date and Closing Time of:

**1:30 pm (EASTERNSTANDARD TIME)**

**on**

**Thursday, October 23rd, 2014**

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- c) The use of any means of delivery of a Quotation shall be at the risk of the Contractor.
- d) Before being placed in the quotation box, the Proposal will be marked by the Director, or designate, with the time and the date that the Quotation was received.
- e) On the Closing Date, commencing at 1:30 p.m., the Proposal envelopes will be opened and the names of the Contractors that have submitted Proposals will be recorded by the Opening Committee in the Town of Minto office. The Quotations will be assessed to determine adherence to the terms of this document prior to a recommendation to Council for award.
- f) The Town will not accept a response to this Quotation by facsimile or other electronic device.
- g) All Quotations must be typewritten. Erasures, overwriting or strike-outs shall be initialled by the person signing the Quotation.
- h) Late Quotations will be returned unopened.

**S.3 *Privilege Clause***

The Town 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.

The Town reserves the right to accept any portion of a quotation. Selection of the successful quotation shall be subject to approval by the Council of the Town of Minto.

**S.4 *Any Communications***

Any communications regarding this Quotation must be addressed to the attention of Mike McIsaac, Road Foreman.

**S.5 *Withdrawal or Revision of Quotations***

- a) A Contractor may withdraw or revise all or part of a Quotation at any time up to the Closing Date and Closing Time. The last Quotation received shall supersede and invalidate all quotation previously submitted by that Contractor for this Quotation.

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- b) A Contractor may withdraw or revise his or her Quotation bid at any time up to the official closing time by letter bearing his or her signature and seal as in his or her bid submitted to the Director. The letter shall supersede and invalidate all quotations previously submitted by the Contractor.

**S.6 *Alterations or Variations***

No alterations or variations of the Agreement shall be valid or binding upon the Town of Minto unless authorized in writing.

**S.7 *Accuracy of Quotation and Related Documents***

The Town has provided herein specific technical, background and other information as accurately as possible, but assumes no responsibility for the completeness of the information presented in this Quotation, or otherwise distributed or made available formally or informally during this procurement process. Without limiting the generality of the foregoing, the Town will not be bound by, or be responsible for, any explanation or interpretation of the Quotation documents other than those prepared in writing. In no event shall Contractors rely on any oral statement by the Town or its agent, advisors or Consultants. All the information contained in this document, or from a separate written request or transmission from the Town is subject to the provisions of this section.

**S.8 *Oral Explanation or Interpretation***

No oral explanation or interpretation by the Town shall modify any of the requirements or provisions of the Document.

**S.9 *Due Dillgence***

Contractors are solely responsible for conducting their own independent research, due diligence, and any other work or investigations, and for seeking any other advice necessary for the preparation of their proposal.

**S.10 *Contractor's Responsibility***

It will be the Contractor's responsibility to clarify with the Town any questions with respect to the Quotation documents in accordance with the procedure set out in S.4 Any Communications above before submitting their Proposal.

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**S.11 *Addendum***

By the issuance of a cancellation or addendum, the Director may cancel the quotation, revise, delete, add to or substitute any part of the Document; extend the Closing Date or provide an explanation or interpretation.

**S.12 *Quotation Costs***

The Town will not be responsible for any costs incurred by a Contractor in preparing and submitting a Quotation.

**S.13 *Claims or Litigation***

The Town reserves the right not to accept a Quotation from or make an Award to any Contractor, which includes all non-arms-length corporations, 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 contracts, Quotations or business transactions.

**S.14 *Freedom of Information***

The information collected will be used solely for the purpose stated herein. Questions about the collection of information should be directed to the contact listed under S.4 Any Communications above.

**S.15 *Non-Lobby***

If any Director, Road Foreman, employee, agent or other representative of any member of a Proponent makes any representation or solicitation to any elected representative of, or any Director, Road Foreman, officer, employee or agent of the Town, the media, or consultants to the Town, with the exception of the contact listed under S.4 Any Communications above, whether before or after the submission of the Proposal, the Town will be entitled to reject the Quotation. The requirement does not extend to any public deputation that may be made to any Town committee.

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**TERMS OF REFERENCE**

**1.0 INTRODUCTION**

The work will include the supply of all necessary equipment and labour to load and haul snow on an as required basis, to the Town's Municipal Standards/Policy. Unit prices shall be based on approximately one (1) meter high snow accumulation. Contractor will clear all areas marked in each town on the attached maps in Schedule "A" unless directed otherwise by the Public Works Director or designate.

**2.0 ACCEPTANCE OF QUOTATION**

**NOTE:** Any or all quotations not necessarily accepted. Town of Minto reserves the right to reject any or all quotation without stating a reason. Quotations are to be initialed at the bottom of each page and all spaces to be completed in full for quotation to be accepted.

**3.0 ITEMS**

The successful bidder agrees to supply and apply all equipment and materials to fulfil the terms of this contract as specified in Schedule "A".

**4.0 QUALITY CHECK**

The successful bidder agrees that if any discrepancy in the quality of the work exists between the contractor and the Town, an engineering firm shall be engaged at the Contractor's expense, and the findings will be compared to the appropriate OPSS pertaining to the specifics of this quotation. Acceptance or rejection of the completed work shall then be at the discretion of the Town.

**5.0 APPLICATION AND INSPECTION**

The Contractor shall apply the material/procedure to the specified area(s) (See Schedule "A") subject to the instructions, specifications and requirements of the Town's Road Foreman, or designate. In all cases, the Contractor shall confirm with the Town the proposed time to start operations.



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**6.0 EQUIPMENT TO BE PROVIDED**

The contractor shall have at their disposal for this work all necessary equipment, tools to fulfil all requirements of this quotation.

Supply all appropriate signage, equipment and personnel to conform to OTM Book 7.

Provide a list of proposed equipment to be used and an hourly rate for snow removal beyond the limits of this contract

EQUIPMENT	HOURLY RATE

**7.0 SUPPLY AND SOURCE OF MATERIAL**

The Town reserves the right to reject any supplier and/or materials at the sole discretion of the Town of Minto. The Contractor is to provide all material and source of material as per the terms of this contract.

**8.0 COMPLETION**

The application of this procedure as specified shall commence the date set by the Road Foreman or designate.

Once the work has commenced, the contractor shall ensure that the work progresses to completion without delays. The only exception to this will be due to weather conditions not being suitable to apply the proper procedure. The Road Foreman will have sole discretion for determining when weather conditions are not suitable for the application.

## **9.0 LIQUIDATED DAMAGES CLAUSE**

It is agreed by the parties to the contract that in case all the work called for under the contract is not finished or completed as set forth in this special provisions, damage will be sustained by the Town of Minto. It is and will be impractical and extremely difficult to ascertain and determine the actual damages which the Town will sustain in the event of and by any reason of such delay and the parties therefore hereto agree that the Contractor will pay to the Town the sum of one-thousand Dollars (\$1,000.00) for liquidated damages in finishing the work within 48 hours of notification. It is further agreed that this amount is an estimate of the actual damage to the Town which will accrue during the period in excess of the prescribed completion date.

The Town may deduct any amount due under this clause from any monies that may be due or payable to the Contractor on any account whatsoever. The liquidated damages under this clause are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Town.

## **10.0 INSURANCE**

Upon award of the quotation, the successful bidder must furnish to the Town, at their expense, certificate(s) of insurance satisfactory to the Town of Minto, as set forth below. In the event that the certificate(s) of insurance is/are not satisfactory, the Town of Minto may require the successful bidder to provide a certified copy of the policy. This shall be provided, minimum one week, 7 calendar days prior to the commencement of any work. Failure to do so will result in a \$500.00 per day charge up to the scheduled starting date. If this documentation is not provided, it will result in the termination of the contract immediately. The certificate(s) in the amounts listed below are to be provided:

\$5 million – commercial general liability

\$5 million – automobile

Such policy shall contain:

- a “Cross Liability” clause or endorsement;
- an endorsement certifying that the Town of Minto is added as an additional 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 Town of Minto.

## **11.0 HEALTH AND SAFETY**

The Town of Minto is serious in its application of Health and Safety protocols. The Consultant is expected to adhere to all legislated and regulated health and safety regulations. When working on the road side the Contractor must adhere to the Ontario Traffic Manual – Book 7 – Temporary Conditions. Failure to adhere to these practices may result in termination of the Contract without financial penalty to the Town.

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The Contractor shall provide to the Town a copy of their Health and Safety policy, or a written statement that they have a workplace Health and Safety policy in effect.

**12.0 WSIB**

The Contractor shall provide the Town with a WSIB certificate of clearance, minimum one week prior to the start of the work. Failure to do so will result in a \$500.00 per day charge up to the scheduled starting date. If this documentation is not provided, it will result in the termination of the contract immediately.

**13.0 REGULATIONS AND LAWS**

The Contractor shall abide by all Federal, Provincial and Municipal Acts, By-laws and Regulations relative to the performance of the work.

**14.0 PAYMENT**

The Town of Minto agrees to pay the Contractor on or before the 15<sup>th</sup> day of each month during the lifetime of the agreement for the previous month's work, for invoices received by the last business day of each month.

**15.0 WITHDRAWAL**

The Town reserves the right to withdraw, at its discretion, this quotation at any time and shall not be liable for any expense, cost, loss or damage incurred or suffered by any bidder as a result of such withdrawal.

**16.0 INDEMNITY**

The successful bidder shall indemnify and hold the Town harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the successful bidder, its agents, officers, employees or other persons for whom the successful bidder is legally responsible.

**17.0 CONTACT INFORMATION**

The successful contractor must provide the Town Of Minto with emergency contact numbers for all employees performing work on this contract. Please indicate the primary contact and secondary personnel on the space provided.

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Company Name	Cell	Phone	Address
Primary Contact	Cell	Phone	Address
Contract Staff	Cell	Phone	Address

**18.0 SCHEDULE "A"**

According to the Town of Minto Snow Removal Policies adopted in 2014, snow will be removed from business districts where there is a lack of visibility, pedestrian access is significantly hindered or there is inadequate snow storage on the boulevard and/or when snow banks are over 1.0 m high in certain urban areas of the Town.

In addition snow removal on public laneways or on narrow streets will occur where there is inadequate space to continue to plow or provide for reasonable traffic movement.

The policy states Town staff shall annually contract for snow bank removal, subject to the Town Purchasing By-law, by way of a bid that will include supply of no less than a blower, three trucks, and skid steer or similar. The Town shall supervise the operations and will provide a snow storage area in accordance with this policy.

**UNIT PRICE**

Indicate on quotation form from each item the length of time estimated to complete task. Based on our current snow policy quotes will be assessed based on the total quoted price to complete all work outlined in each urban area (Clifford, Palmerston, Harriston). In other words the combined hourly rate for all equipment, labour and materials to complete the work on the streets identified assuming banks of no less than 1.0 meter in height. The Town is interested in a comprehensive hourly rate for all equipment, labour and materials to complete the work rather than pricing for individual equipment.

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**Palmerston**

Main St from Mini St – Henry St  
 Jane St from Main St – Inkerman St  
 William St from Main St – Bell St  
 James St from Main St to Bell St  
 Bell St from James St – William St  
**\*\*DUMP LOCATION IS MINTO ROAD – INDUSTRIAL PARK\*\***

**Harriston**

Elora St from Young St – Union St  
 Arthur St from John St – George St  
**\*\*DUMP LOCATION IS THE LAGOON ROAD\*\***

**Clifford**

Elora St from Nelson St – Geddes St  
 Allan St from William – Minto Road  
 Geddes St from Elora St N – William St N  
**\*\*DUMP LOCATION IS THE RAILWAY BED BETWEEN ALLAN ST W AND GEDDES ST W**

See attached mapping for verification of all sites and locations.

<b>Location</b>	<b>Hourly Rate to Complete</b>	<b>Number of Hours</b>	<b>Total Cost \$ (rate times hours)</b>
<b>Palmerston</b>			
<b>Harriston</b>			
<b>Clifford</b>			

Submitted by Company \_\_\_\_\_  
 Name of firm or individual (Herein referred to as the Contractor)

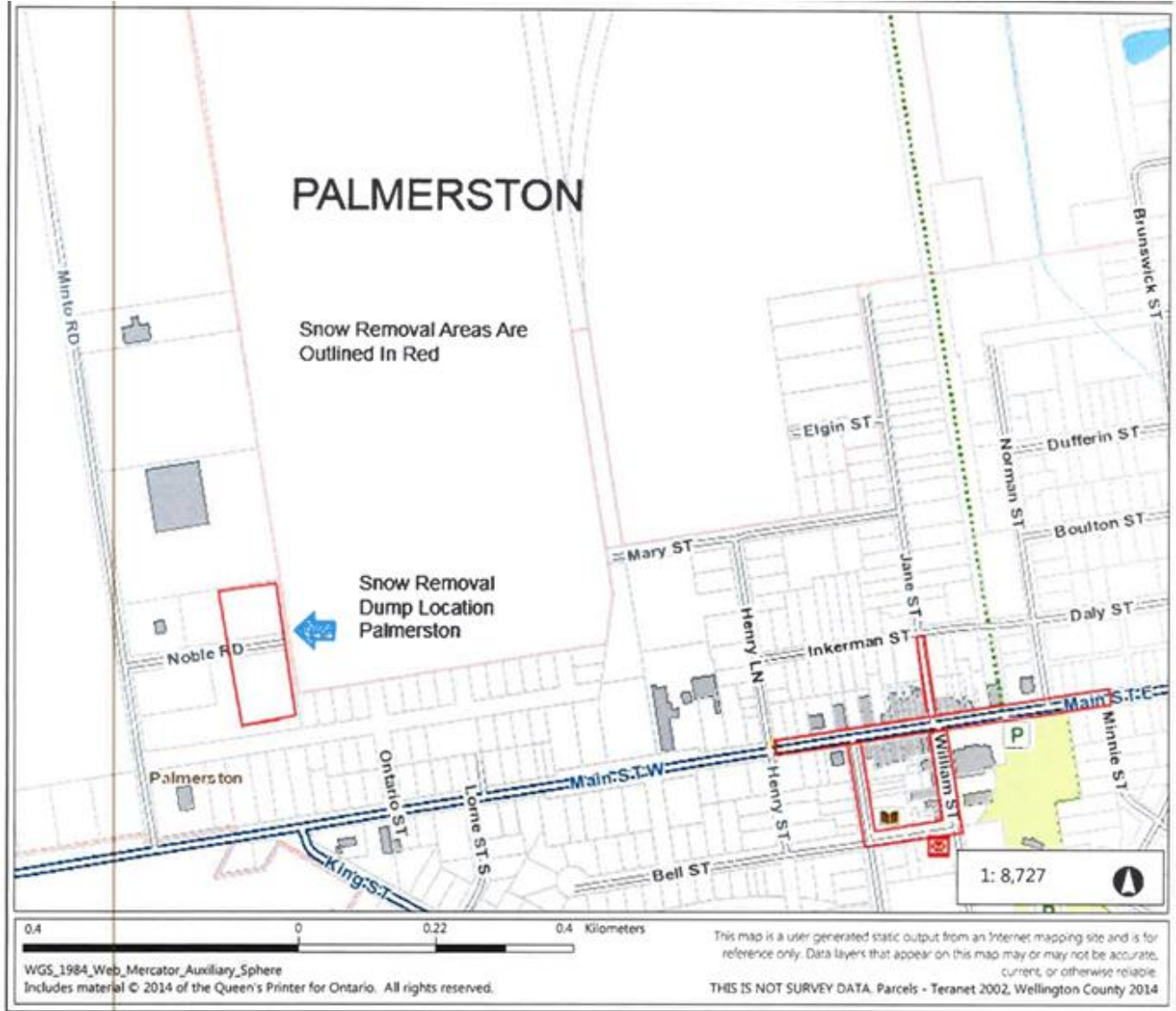
Signed \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

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