



**TOWNSHIP OF
Brudenell Lyndoch and Raglan**

DITCHING & CULVERTS

RFP (Request for Proposal)

Project Name: Ditching & Culverts

Location: Township of Brudenell Lyndoch and Raglan

RFP Number: PW2023-1

RFP NUMBER:	PW2023-1
RFP CLOSING DATE:	May 12th, 2023
RFP CLOSING TIME:	12:00 PM
RFP OPENING TIME:	12:01 PM

Introduction

The Township of Brudenell Lyndoch Raglan is undertaking several multi-stage hard surface road rehabilitation projects as well as planned regular maintenance projects. Pulverization and A gravel application to rehab roads was the first component in 2022. To continue with stage two the Municipality has a number of culvert replacements and ditching to complete. The contractor will be responsible for supplying equipment and manpower to complete the work under the supervision of the Public Works Lead Hand. The Township will supply dump trucks, the necessary culverts & couplers for replacement, backfill material, compacting equipment and labourers for culvert installation / approving grade. Hoe ram will be a requirement for some aspects of this job. All culvert replacements are shallow dig outs between 4-12 feet in depth.

The specified work locations include sections of Cedar Grove Road, Wingle Road, Moccasin Lake Road, White Lake Road, River Road & Hartwig Ranch Road. Floating will need to be considered if the proposal includes a tracked machine.

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1. GENERAL INSTRUCTIONS

- a. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the RFP.
- b. All bid documents and corresponding addendums must be submitted in a sealed envelope and clearly marked as to its contents in ink or typed form.
- c. As submissions are received, they are time and date stamped at the Township Office to ensure compliance with the closing date and time.
- d. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission or shortly thereafter by regular mail.
- e. Openings are a public process and will be held in the Council Chamber's at the Township Office at the time of closing or shortly thereafter, and on the date as specified in the RFP Documents.
- f. For RFPs the name of the proponent will be read aloud and recorded, and the total amount, without HST.
- g. All members of the public in attendance at the opening are required to sign the Attendance Form.
- h. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Deputy Clerk for evaluation.

The lowest and/or any bid not necessarily accepted.

The Township of Brudenell Lyndoch and Raglan reserves the right to accept/reject, cancel/re-advertise any RFP.

Project Description:

To supply equipment to clean ditches and replace culverts on selected roads in the Township. Three of the proposed locations will require a hoe ram as bedrock is present in the ditch line. Staff have calculated the approximate number of hours required for the work to be completed which will be shown on the RFP Price Form. The Township will supply dump trucks for drubbing and new replacement culverts & couplers. Backfill material, compaction equipment and labor for culvert installs will be provided by the Township. The work is to be completed **on or before July 3rd, 2023**.

2. REGISTRATION FORM

Packages will be available for pick up in person (@ .25 cents per page copied), by email, or via the Township website at www.blrtownship.ca

Addendums to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a registration Form are responsible for obtaining all addendums associated with this project. The Township of Brudenell Lyndoch and Raglan shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.

Please return the completed form **in person, by email to manager@blrtownship.ca or by fax 613-758-2235.**

PROJECT NAME	PW2023-1 Ditching & Culverts
CLOSING DATE	May 12, 2023 @ 12 PM
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	()
FACSIMILE	()
EMAIL ADDRESS	
DATE:	

PART A Tendering Procedures

1. All inquiries, concerning the tender, prior to tender closing, shall be directed to: Jordan Genrick by email to manager@blrtownship.ca
2. Notification of acceptance of tender will be by telephone and written form of notice, to the address of the Contractor used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the Contractor.
3. A tender may be voided by superseding it with a later tender or letter of withdrawal, prior to the closing date and time.

PART B Tendering Requirements

1. A certified cheque made payable to the Municipality, in the amount of 10% of the total tender price must be submitted with the tender for deposit purposes. Cheques of unsuccessful bidders will be returned within ten (10) business days of the tender opening. The cheque of the successful bidder shall be retained until the Municipalities acceptance of the completed work.
2. The successful bidder shall deliver a certified copy of the firm's public liability and property damage insurance policy for the works within ten (10) business days of receiving the acceptance notice. Coverage shall be at least \$2,000,000 per accident in the name of the Municipality. Failure to provide such proof may result in the cancellation of the contract and forfeit of the bid deposit.
3. The successful bidder shall also deliver, proof of workers compensation board coverage within ten (10) business days of receiving the acceptance notice.
4. The successful bidder shall provide proof of compliance with the harmonized sales tax requirements by providing their registration number within ten (10) business days of receiving the acceptance notice.

PART C Basis of Rejection

Tenders not conforming to the following requirements will be disqualified:

- (a) Tender must be legible, in ink, by typewriter or by printer. Entries or changes made in pencil shall be invalid. Tenders which are incomplete, illegible, or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected
- (b) Tender must be on the form provided.
- (c) Tender must be signed and sealed by an authorized official of the bidding organization. A joint tender must be signed and sealed by each company.
- (d) All items must be bid.
- (e) Tender must not be restricted or modified in any way.

Disqualifications

Under no circumstances will tenders be considered that:

- (a) Are received after May 12, 2023 at 12:00 PM (EST)
- (b) Include tender qualifications or other conditions not authorized by the Township of Brudenell Raglan and Lyndoch; or
- (c) Are in the determination of the Township of Brudenell Lyndoch and Raglan, incomplete.
- (d) Have been received by email or fax.

Right to Accept or Reject

The tender which includes the lowest submitted cost will not necessarily be accepted. The Township of Brudenell Lyndoch and Raglan has the right to reject any and all tenders for any reason whatsoever. The Township of Brudenell Lyndoch and Raglan shall not be responsible for and potential bidders shall not be entitled to, reimbursement for any liability costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered, including loss of profit, by any potential bidder prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Township of Brudenell Lyndoch and Raglan of any tender or by reason of any delay in the acceptance of a tender. Tenders are subject to formal acceptance by the Township of Brudenell Lyndoch and Raglan and a formal contract being prepared and signed.

POTENTIAL BIDDERS ARE ADVISED THAT ACCEPTANCE OF ANY TENDER SHALL BE DONE BY RESOLUTION OF THE TOWNSHIP OF BRUDENELL RAGLAN AND LYNDPOCH COUNCIL.

Part D Acceptance

Award of Tender

Award of optional material will be at the discretion of the Township based on the Townships convenience and may not necessarily reflect the main Tender amount. The lowest or any tender will not necessarily be accepted. The Township of Brudenell Lyndoch and Raglan may, in its sole discretion.

- (a) Award a contract to the potential bidder that the Township of Brudenell Lyndoch and Raglan, in its sole discretion, determines is the best qualified and compliant tender; or
- (b) Determines that the potential bidder meets the best possible competencies; or
- (c) Not award any contract at all.

The determination of the best qualified and compliant tender shall be in the sole discretion of the Township of Brudenell Lyndoch and Raglan, which decision shall be final and not challengeable.

PART E General Conditions

1. Performance Evaluation

Failure to execute the contract in a competent manner may result in the bidder's disqualification from bidding on the Municipality's contracts for a period of five years (5).

2. Engineer, Authority, and Municipality

The terms: Corporation, Inspector, Engineer, and Authority shall be deemed to be the Municipality.

3. Omissions, Discrepancies, and Interpretations

Should a potential bidder find omissions from or discrepancies in any of the tender documents or be in doubt as to the meaning of any part of such documents, the potential bidder is required to contact the Township of Brudenell Lyndoch and Raglan, no later than five (5) days before the closing date. If the Township of Brudenell Lyndoch and Raglan considers that a correction, explanation, or interpretation is necessary or desirable, it will issue an addendum to all that have taken out tender documents.

4. Special Provisions

Special Provisions applicable to this tender are set out in Part "F" below.

5. Material Conformance

Not Applicable for this contract.

6. Ontario Provincial Standard Specification

For this contract, OPSS.MUNI 421 & OPSS.MUNI 201 shall be followed unless otherwise stated in the tender document.

PART F Special Provisions

All work is to take place between the hours of 7:00 am to 7:00 pm, no Sunday work permitted.

All workers must wear appropriate PPE while on work sites.

Floating under 1 hour between sites.

Minimum 20 Ton Machine, (Rubber tire is acceptable and encouraged).

Must have ditching bucket and toothed bucket.

Sub-contractor(s) (if any) shall be listed on page 11.

All equipment on site must be in safe working condition.

The Municipality shall be notified by the contractor at least five (5) business days prior to the commencement of any operations.

PART G Completion Date

The Contractor shall complete the listed work by July 3rd, 2023.

If the time limit above is not sufficient to permit completion by the Contractor working a normal number of hours, the Contractor shall make changes to permit the work to be completed by the above date.

Additional costs incurred shall be deemed to be included in the price bid for the works. If the work is not complete by the above date, or by an amended date allowed by an approved extension of time, then the Contractor agrees to pay the Municipality a sum of \$500.00 per calendar day, for each day's delay in finishing the work, as liquidated damages.

PART H BLANK

RFP Price Form

Tender Price Form

ITEM #	ITEM DESCRIPTION	QUANTITY Required	UNIT	UNIT Price	TOTAL
1	Ditching/Culvert Replacement	125	Hours		
2	Hoe Ram	50	Hours		
3	Floating				

TOTAL RFP \$ _____ CDN

HST \$ _____ CDN

TOTAL RFP PRICE \$ _____ CDN

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Jordan Genrick
613-758-2061
manager@blrtownship.ca

RFP CLOSING

RFP submissions can be made until May 12th 2023 at 12:00 PM.

(a) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked: **“Ditching & Culverts Brudenell Lyndoch and Raglan PW2023-1”** to the attention of Jordan Genrick - Operations Manager.

Please note that the successful RFP may not necessarily be the lowest submitted cost, but the one that provides the best long-term solution for the Township of Brudenell Lyndoch and Raglan.

Statement of Understanding

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location, and understands and accepts the said conditions and specifications, and for the prices set forth in this RFP, hereby offers to furnish all labor, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

This offer shall be irrevocable for a period of thirty (30) calendar days following the date of RFP opening.

I/We (the Contractor) promise to perform the work without undue delay and complete the work by July 3rd, 2023.

SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this RFP PW2023-1 and I agree to abide by the terms and conditions contained herein.

Price Excluding HST \$ _____

HST \$ _____

Total RFP Amount \$ _____ **CDN**

Signature of Authorized Official
(I have the authority to bind the company)

Name

Company Name

Address

Date

Note that this RFP is not transferrable, and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.

Sub-Contractors List:

REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business, alternative references may be submitted.

Reference #1

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #2

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #3

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

PART I SIGNATURE

The proponent has carefully examined the proposal document in its entirety and will submit the price according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company Or Individual(s) forming the "Proponent"	
Street Address or P.O. Box #	
City and Province	
Postal Code	

Dated at the _____
(Insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(Insert date on which document was signed)

Signature of or for the individual proponent(s) _____

Signature of Witness _____
(An individual proponent's signature must be signed before a witness who must also sign here)

Signature of Proponent _____
(Or, where there is more than one individual proponent, one representative proponent)

Print witness' name legibly beneath signature

Print Proponent's name legibly beneath signature

By signing, I am representing that each individual (where there is more than one) Proponent has authorized me to sign on all our behalves, and we are all bound by this signature.

3. PROPONENT'S CHECKLIST

Completion of (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Certified Cheque

Signature Page

Bid Form

4. Unofficial Results Form

UNOFFICIAL RESULTS FORM RFP RESULTS

Project Name: _____

Closing Date and Time: _____

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Clerk-Treasurer Signature: _____

The Township of Brudenell Raglan and Lyndoch is not responsible for any irregularities during the reading of information and will review and correct accordingly.

THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE

