



TENDER

**SNOW CLEARING, SALTING & SNOW REMOVAL
FOR
VARIOUS PROPERTIES MANAGED BY THE
RECREATION & CULTURE DEPT.**

TENDER CLOSING DATE

Monday, September 30th, 2019 at 9:00 am

**Township of North Dundas
636 St. Lawrence St.
P. O. Box 489
Winchester, ON
K0C 2K0
613-774-2105**



REQUEST FOR TENDER

SNOW CLEARING, SALTING & SNOW REMOVAL FOR VARIOUS PROPERTIES MANAGED BY THE RECREATION & CULTURE DEPT.

The Township of North Dundas Recreation & Culture Department is seeking the services of snow clearing, salting, and snow removal for the three seasons of 2019/2020, 2020/2021, and 2021/2022 at the following locations:

Morewood:

- Morewood Fire Hall: 21 Russell St.
- Morewood Community Centre: 17 Russell St.

Winchester:

- North Dundas Township Office: 636 St. Lawrence St.
- Joel Steele Community Centre: 577 Main St.
- Winchester Fire Hall/OPP/library/medical clinic: 547 St. Lawrence St.

Chesterville:

- Chesterville Arena: 153 Queen St.

Hallville:

- Hallville Fire Hall: 2967 Lough Rd.
- Hallville Outdoor Rink: 10519 Kerr's Ridge Rd.

South Mountain:

- South Mountain Fire Hall: 2967 Lough Rd.
- South Mountain Resource Centre: 10543 Main St.

Mountain:

- Mountain Memorial Park: 10480 Clark Rd.

Inkerman:

- Inkerman Outdoor Rink: 11450 Cameron Rd.

The Township may utilize the vendor with the lowest price where the product and service is satisfactory and the vendor is available to perform the work. Where it is not possible to utilize the lowest vendor, the second lowest vendor may be utilized and so on.

DUE DATE: Monday, September 30th, 2019 at 9:00 am

FOR FURTHER INFORMATION, PLEASE CONTACT:
Meaghan Meerburg, Director of Recreation and Culture
613-774-2105 ext. 236

SPECIFICATIONS/TENDERING REQUIREMENTS

1. Contractors may bid on select or all locations.
2. Fire Halls require that clearing must be done as frequently as necessary, in order to ensure that the pavement is exposed. For all other locations, clearing must occur once 3 cm of snow has accumulated.
3. For all locations, snow must be cleared from the entire parking lot perimeter (right up to the parking lot curbs/limits). No snow is to be left in the parking lot. Snow may be pushed on to grass if directed.
4. Clearing for all locations, must include all doorways, exits/bay doors, and other points of building egress, as well as walkways; by any means necessary, without causing damage.
5. Salt must be applied to parking lots, walkways, points of egress, etc. as required, as deemed by contractor, unless otherwise advised by a Township representative. Additional maintenance may be requested by the Director of Recreation & Culture or designate.
6. The Contractor is responsible for reporting to the Township representative, when the snow needs to be removed/hailed from the site. Authorization/approval from the Director of Recreation & Culture or designate, is required.

INFORMATION AND GENERAL SPECIFICATION

SITE VISIT

A mandatory site visit is required for each location that a Contractor wishes to bid on. A tour of the locations has been organized, during which specifications and requirements for each facility will be verbally provided by the Township representative and Bidders may inspect the site and ask questions. Private site tours may also be requested, although availability is not guaranteed.

Starting Location: Municipal Office Building, 636 St. Lawrence St., Winchester

Date and Time: Friday, September 20th, 2019 at 9:00 am

OPENING TENDERS

Sealed Tenders must be submitted to the Township of North Dundas, **636 St. Lawrence Street, Winchester, ON, K0C 2K0 on or before 9:00 am, local time, on Monday, September 30th, 2019**, as determined by the time/date stamp clock in the location receiving the Bids. Submissions received at 9:01 am or later will be deemed to be late and non-compliant and will be returned unopened.

Bids shall be clearly labelled with the following:

**SNOW CLEARING, SALTING & SNOW REMOVAL,
RECREATION & CULTURE DEPT.
CONTRACT #2019-21**

Att: Meaghan Meerburg, Director of Recreation & Culture

Bidders need not be present at the opening of their Tender. Tender award is anticipated to be by Wednesday, October 9th, 2019.

QUESTIONS & CLARIFICATIONS

Should a bidder find discrepancies or omissions in the Tender documents or should there be any doubt as to their meaning, the bidder shall inquire. Should a correction, explanation, or interpretation be necessary, a written addendum will be issued and posted on the Township of North Dundas website at www.northdundas.com. Any addenda issued during the Tender period, shall form a part of these Tender documents.

All inquiries and clarification shall be directed to:

Meaghan Meerburg
Director of Recreation & Culture
Township of North Dundas
636 St. Lawrence St.
Winchester, ON. K0C 2K0
Ph: 613-774-2105 ext. 236
Email: mmeerburg@northdundas.com

BLANK FORM OF TENDER

All Tenders must be submitted to the Township of North Dundas using the appropriate Bid Form annexed hereto, and shall be signed by the Tenderer, with their business address clearly indicated. The Township will not be responsible for any lost documents.

COST OF TENDERING

Bidders assume responsibility for all costs, expenses, loss, damage, and liabilities incurred as a result of or arising out of Tendering or out of the invitation to Bid.

WITHDRAWAL OF TENDERS

Requests for withdrawal of Tenders received prior to closing time will be allowed. However, withdrawal requests received after the closing time will not be allowed.

REJECTION OF TENDERS

The following Bids will be rejected:

- Late Bid (Closing time shall be determined by the Township of North Dundas Bid time clock)
- Bid not completed in ink or by non-erasable medium
- Incomplete Bid
- Bid form not signed
- Tender Bid form not used

UNACCEPTABLE TENDERS

Tenders which are conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected.

Tenders that contain prices which appear to be so unbalanced as likely to adversely affect the interests of the Township, may be rejected.

LATE TENDERS

Should a Tender be submitted past the opening time and date stated in the document, the envelope will be time and date stamped and returned unopened to the Bidder.

REFERENCES

Bidders are required to provide three (3) references for related works completed within the past 12 months. Submissions must include the company name, main contact name, phone number, and email address, as well as a brief description of the works completed and the service location. The Township of North Dundas reserves the right to contact any and all of these references and to use these references as part of the evaluation of

the Tender submission. The information collected will be used solely for purposes relating to the Township of North Dundas.

EQUIPMENT

A list of equipment including hand tools is to be included with the Bid submission.

EVALUATION

The following point system will be used for evaluating tenders:

60 points for price
30 points for references
10 points for equipment

AWARD OF CONTRACT

The award of this contract is subject to the availability of funding, and the approval of the Council of the Township of North Dundas. No compensation will be paid to any Bidder as a result of not awarding this project. **This Tender may be awarded in part, in whole or not at all.**

RIGHT TO ACCEPT OR REJECT TENDERS

The Township reserves the right to reject at their discretion, any or part of, or all Tenders. The "lowest" Bid will not necessarily be accepted. All information available to the owner will be used in evaluating the Bids.

INSURANCE

The Successful Bidder shall, at their own expense, within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of:

COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; **failure to perform**; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & Successful Bidders protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause

Such insurance shall add the Township of North Dundas as Additional Insured with respect to the operations of the Successful Bidder and their subcontractors. This

insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

AUTOMOBILE LIABILITY INSURANCE

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

PROFESSIONAL LIABILITY INSURANCE

Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$1,000,000. If such insurance is written on a claims made basis, coverage shall include a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Any deductible shall be subject to approval by the Township and cannot for any of the above-referenced insurance exceed \$10,000. It is further agreed that all deductibles shall be the sole responsibility of the Respondent.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

INDEMNIFICATION AND HOLD HARMLESS

The Successful Bidder shall indemnify and save harmless the Township of the Township of North Dundas, their officers and employees from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the Successful Bidder, their agents, officers, employees or other persons for whom the Successful Bidder is legally responsible.

WORKPLACE SAFETY & INSURANCE COVERAGE

The Successful Bidder must obtain and forward to the Township, a letter of clearance from the Workplace Safety and Insurance Board (WSIB) stating that he/she is in good standing with the Board. The clearance certificate's validity period is up to 90 days and new clearance is automatically generated 4 times per year (May 20, August 20, November 20, and February 20) for Successful Bidders in good standing with the Workplace Safety and Insurance Board. It is the responsibility of the Successful Bidder to ensure that its contractors and/or subcontractors of every description, obtain and maintain proper and adequate coverage used for this project, as would be required of any prudent Successful Bidder and/or contractors and subcontractors of such assigned operation.

Work will not be authorized to begin until this document is received by the Township of North Dundas.

RENEWAL OF INSURANCE AND WSIB CERTIFICATES

Please ensure that your Certificate of Insurance is updated throughout the term of the Agreement and that copies are forwarded to the Director of Recreation & Culture for the Township of North Dundas, upon renewal.

WSIB clearance certificates must remain in good standing with the Workplace Safety and Insurance Board throughout the course of this contract.

PRICES

Prices quoted are to be in Canadian funds and are to remain firm and irrevocable and continue to be open for acceptance by the Township for a period of thirty (30) calendar days after the closing date indicated in this Tender. Prices must be indicated per unit (i.e. clearing, hour) as outlined on the corresponding bid sheet and not by any other unit of measure.

Prices quoted must include all costs involved in obtaining necessary permits, fees and inspections required by all authorities having jurisdiction, unless otherwise stated in this Tender. Prices quoted must also include all incidental costs, including, but not limited to labour, equipment, supplies, travel time, customs duty, brokerage fees, excise tax, freight, insurance, fuels, energy costs, etc., and the Bidder shall be deemed to be satisfied as to the full requirements of the Tender. Claims for additional costs will not be entertained in respect to visually discernible conditions, which could have been reasonably ascertained by proper inspection of the site during the Bidding period. Any additional work must be authorized in writing prior to commencement.

HARMONIZED SALES TAX (HST)

Harmonized Sales Tax (HST) is an applicable tax, however it shall not be included in the Bid price.

PAYMENT

Payment at the contract price shall be compensation in full for performing the work specified in the tender item and for the supply of all labour, equipment and material, except as otherwise provided, necessary to complete the work to the satisfaction of the Director of Recreation & Culture or designate. Invoices indicating the Tender name, shall be mailed directly to:

**SNOW CLEARING, SALTING & SNOW REMOVAL,
RECREATION & CULTURE DEPT.**

CONTRACT #2019-21

Township of North Dundas
Att: Meaghan Meerburg,
Director of Recreation & Culture
636 St. Lawrence St.
P.O. Box 489
Winchester, ON.
K0C 2K0

QUALITY CONTROL & DAMAGES

The Successful Bidder shall be responsible for all damages caused by them or their employees, subcontractors, agents or any workers employed by them, or under their control, or arising from the execution of the work, or by reason of the existence or location or condition of work or any materials, equipment, or other, used thereon or therein or which may happen by reason of their failure or the failure of those for whom they are responsible, to do or perform any or all of the several acts or things required to be done by them under the contract, and agrees to hold the Township safe and harmless from any such claims by third parties, including any legal costs incurred by the Township in connection therewith on a solicitor/client basis.

The Successful Bidder must provide all supervision, labour, equipment and materials necessary to be orderly, competent and expeditious in the completion of the work, in accordance with these Tender documents. Should the Director of Recreation & Culture or designate, deem that the services provided are not completed in part, in accordance with this Tender, upon request by the Director of Recreation & Culture or designate, the Contractor shall return and complete the works, without additional charges for services.

If at any time, in the opinion of the Director of Recreation and Culture or designate, damage is being done or is likely to be done to any facility or any improvement thereon, by vehicles and/or equipment that is owned, leased, or subcontracted by the Contractor, whether licensed or unlicensed, the Contractor shall, on the direction of the Director of Recreation and Culture or designate, at the Contractor's own expense, make changes in or substitutions for such vehicles or other equipment or shall alter loadings or shall in some other manner, remove the cause of damage to the satisfaction of the Director of Recreation and Culture or designate.

The Contractor is responsible for marking all fixtures, trees, etc. so as to avoid damages. All damages resulting from the services provided under the specifications of this Tender, that are caused by the contractor, must be repaired/replaced/reinstated by May 1st each year at the contractor's expense and are not to be billed back to the Township.

RESPONSIBILITY OF EMPLOYEES

In the event that any person employed by the Successful Bidder, gives just cause for complaint, the Successful Bidder, upon notification by the Township in writing, shall not permit such person to continue in any future work arising out of this Tender.

The Successful Bidder's, personnel shall be required to be neat, polite, courteous and sober at all times, and shall perform their duties in a manner which shall present a high level of public relations for the Successful Bidder and the Township of North Dundas.

SITE SAFETY

The Successful Bidder shall comply with Provincial and local statutes; in particular the Occupational Health & Safety Act and Regulations. Successful Bidders shall use a regular system of safety inspections to detect and correct hazardous conditions, safety violations, and unsafe work practices.

ALTERNATIVES AND SUBSTITUTIONS

Bids shall be based on the Bid documents. Any alternatives, substitutions or qualifications that are not requested in the Bid documents may be submitted, separately from the Bid, on the Bidder's letterhead, so that the Bid may be accepted with or without these alternatives, substitutions, or qualifications.

SUBCONTRACTING/ASSIGNEE

The Successful Bidder agrees to preserve and protect the right of the Township of North Dundas under this Tender, with respect to any work to be performed under subcontract.

The Successful Bidder shall:

- a) Require his/her subcontractors to perform their work in accordance with and subject to, the same terms and conditions of the Tender Documents;
- b) Be fully responsible to the Township of North Dundas for acts and omissions of the Successful Bidder's subcontractors and of persons directly and indirectly employed by the Successful Bidder;
- c) Shall employ those subcontractors proposed by the Successful Bidder in writing and accepted by the Township of North Dundas prior to the commencement of any work;
- d) Shall be responsible to obtain same and/or comparable insurance coverage set forth under the Tender Document Insurance Requirements and WSIB clearance.

The Township of North Dundas may, for reasonable cause, object to the use of a

proposed Subcontractor and require the Successful Bidder to employ one of the other proposed subcontractors.

Nothing contained in the Tender Documents shall create any contractual relationship between any subcontractor and the Township of North Dundas.



BID FORM

TENDER FOR

SNOW CLEARING, SALTING & SNOW REMOVAL FOR VARIOUS PROPERTIES MANAGED BY THE RECREATION & CULTURE DEPT.

TENDER CLOSING:

Monday, September 30th, 2019 at 9:00 am

LOCATION:

Township of North Dundas
Attn: Meaghan Meerburg
Director of Recreation & Culture
636 St. Lawrence Street
Winchester, ON

BIDDER CHECKLIST:

- Bid Forms
- References (See REFERENCES section on page 5)
- List of Equipment (See EQUIPMENT section on page 6)

By submitting this Tender form, the Bidder acknowledges the owner's right to accept or reject any Bid at its sole discretion.

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

The undersigned affirms that he/she is duly authorized to execute this Bid.

NAME: _____

POSITION TITLE: _____

SIGNATURE: _____

DATED THIS _____ DAY OF _____ 20_____.

MOREWOOD

Morewood Fire Hall: 21 Russell St.			
COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

Morewood Community Centre: 17 Russell St.			
COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

SOUTH MOUNTAIN

South Mountain Fire Hall: 2967 Lough Rd.			
COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

South Mountain Resource Centre: 10543 Main St.			
COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

WINCHESTER

**North Dundas Township Office:
636 St. Lawrence St.**

LOCATION	COST	2019-2020	2020-2021	2021-2022
	REMOVAL PER TRI-AXLE LOAD			
Front parking lot	PER CLEARING			
	PER SALTING			
Rear yard	PER CLEARING			
	PER SALTING			

**Joel Steele Community Centre:
577 Main St.**

COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

**Winchester Fire Hall/OPP/library/medical clinic:
547 St. Lawrence St.**

COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

CHESTERVILLE

Chesterville Arena: 153 Queen St.

COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

HALLVILLE

Hallville Fire Hall: 2967 Lough Rd.			
COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

Hallville Outdoor Rink: 10519 Kerr's Ridge Rd.			
COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

MOUNTAIN

Mountain Memorial Park: 10480 Clark Rd.			
COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

INKERMAN

Inkerman Outdoor Rink: 11450 Cameron Rd.			
COST PER:	2019-2020	2020-2021	2021-2022
CLEARING			
SALTING			
REMOVAL: TRI-AXLE LOAD			

LIST OF SUB-CONTRACTORS

Bidders shall list hereunder, all sub-contractors for the execution of all work and services as described in the Bid documents, which shall not be performed directly by the Successful Bidder or the Successful Bidder's employees.

SUB-CONTRACTED WORK: _____

COMPANY NAME: _____

NAME & TITLE OF MAIN CONTACT INDIVIDUAL: _____

ADDRESS: _____

OFFICE PHONE: _____

CELLULAR: _____

E-MAIL ADDRESS: _____

SUB-CONTRACTED WORK: _____

COMPANY NAME: _____

NAME & TITLE OF MAIN CONTACT INDIVIDUAL: _____

ADDRESS: _____

OFFICE PHONE: _____

CELLULAR: _____

E-MAIL ADDRESS: _____

SUB-CONTRACTED WORK: _____

COMPANY NAME: _____

NAME & TITLE OF MAIN CONTACT INDIVIDUAL: _____

ADDRESS: _____

OFFICE PHONE: _____

CELLULAR: _____

E-MAIL ADDRESS: _____

SUB-CONTRACTED WORK: _____

COMPANY NAME: _____

NAME & TITLE OF MAIN CONTACT INDIVIDUAL: _____

ADDRESS: _____

OFFICE PHONE: _____

CELLULAR: _____

E-MAIL ADDRESS: _____