



Rideau Lakes

Request for Proposals (RFP) Asphalt Paving

PW2020-24

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1.0 Information to Bidder

General Description

The Township of Rideau Lakes has four asphalt paving projects in 2020.

Bids are hereby requested for new asphalt placement at four (4) locations.

The Work

This agreement may not be assigned or subcontracted in whole or in part by the Supplier, without prior written consent of the Roads Coordinator.

All supplies are subject to Council budget approval. The Township reserves the right to discontinue this RFP process and review at any time and not move forward with awarding a contract.

Inquiries During RFP Period

All inquiries relative to these RFP documents shall be directed to Dan Chant, Roads Coordinator at dchant@rideaulakes.ca or call 1-800-928-2250 Ext 227.

No information provided orally by the Township shall be binding, nor shall it alter the requirements in any way.

Bid Submission

The Bidder shall comply with the following instructions. Those failing to do so may be subject to disqualification.

Bids shall be made in the format specified in this section and include the forms in Section 3.

Bids shall be properly labeled with the RFP number PW2020-24 and emailed no later than the Closing Date and Time.

Proposals are to be submitted by email to: dchant@rideaulakes.ca. No sealed/hard copy submission is required. **Proposals will be received until 11:00a.m. E.S.T., April 7, 2020.**

It is the Bidder's responsibility to ensure that the bid submission is received by the Township prior to the submission deadline.

All proposals received will be held, unopened, and in strict confidence until after the closing date and time.

All entries must be clear and legible and made in ink. All items shall be bid according to any instructions in this document and with entries made for unit price, lump sum, extensions and totals as appropriate. All items on bid form must be quoted. Incomplete bids will not be accepted.

RFP's that are incomplete, conditional, illegible and obscure or have reservations, erasures, alterations, additions not called for, or irregularities of any kind may be rejected. Erasures, overwriting or strikeouts are to be initialed by the person signing for the Bidder.

The forms must be signed in the space provided by an authorized official of the Bidder. If a joint bid is submitted, it must be signed on behalf of each Bidder.

Price Submission

The price shall include total costs, in Canadian Dollars. All prices in Form "B" Unit Bid Price Form shall not include HST.

Cost of Submission

The Township will not be liable nor reimburse any Bidder for any costs incurred in developing a submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this RFP.

Alteration to Bid Submission

An RFP price may be altered by submitting another Form "B" Unit Bid Price Form at any time, up to the specified time and date for the closing. The last Form "B" Unit Bid Price Form received shall supersede and invalidate all previously submitted by the Bidder.

Withdrawal of Bid Submission

A Bidder who has submitted a response to this RFP may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

- 1 The RFP closing date and time has not passed. There shall be no withdrawals of submissions allowed after the closing date and time for receiving bids;
- 2 The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
- 3 The request is made to the Roads Coordinator by email or by hand.

In all cases, a request for the withdrawal of a submission will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder and making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated submission shall be given no further consideration. RFP prices withdrawn under this procedure shall not be reinstated.

Withdrawal of prices subsequent to the opening of the RFP or frequent refusal to accept work would be reviewed by the Township and may impact the Bidder's privilege to submit a RFP to provide services of this nature in the future.

Insurance – Liability, Automotive and Non-Owned Automobile Insurance

Without in any way limiting the liability of any successful vendor, the vendor shall:

- 1 Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.
- 2 Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.
- 3 Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to his sub-contractor's same limits as required in Clause (a).

- 4 Deposit with the Township of Rideau Lakes, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Township of Rideau Lakes, Clerk, Delta Ontario. The Township shall be shown as an additional insured.

Workplace Safety Insurance Act

Any successful vendor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection therewith, and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes, and maintain good standing with the WSIB throughout the contract period.

Contractor's Liability

Any successful vendor shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

Terms of Payment and Invoices

The Township shall pay for supplies upon receipt of an itemized invoice sent to Dan Chant, Roads Coordinator, at the Township of Rideau Lakes, dchant@rideaulakes.ca. Generally, the Township of Rideau Lakes' terms of payment are net thirty (30) calendar days upon receipt of invoice.

2.0 Special Provisions for RFP

The Work

All granular to prepare grade to be provided by the Township, unless otherwise specified.

All asphalt to be placed by mechanical paver and compacted as per OPSS 310.

Township Staff to identify asphalt limits which shall be saw cut and joint coated by contractor prior to abutting of new asphalt.

Contractor responsible for all construction signage as per latest edition of the MTO Book 7 – Ontario Traffic Manual.

Item 1 – George St., Ledge St., Swallows Lane and Block House Lane in Newboro

This item of work to include fine grade and the paving of George St. a portion of Ledge St., Swallows Lane and Block House Lane. The contractor shall provide all labour and equipment to fine grade existing road base to provide uniform grade and 2% cross fall from centreline to edge of roadway prior to paving. Asphalt to consist of 50mm of HL-3 (PG58-28) placed 6.1 meters wide, unless otherwise specified. **Estimate quantity 660 tonnes.**

Item 2 – Kenney Road in Jones Falls

This item of work to include fine grade and the paving of Kenney Road. The contractor shall provide all labour and equipment to fine grade existing road base to provide uniform grade and 2% cross fall from centreline to edge of roadway prior to paving. Asphalt to consist of 50mm of HL-3 (PG58-28) placed 6.1 meters wide, unless otherwise specified. **Estimate quantity 327 tonnes.**

Item 3 – Circle Drive in Crosby

This item of work to include fine grade and pave Circle Drive, with 95 meters of asphalt gutter. The contractor shall provide all labour and equipment to fine grade existing road base to provide uniform grade and 2% cross fall from centreline to edge of roadway prior to paving. Asphalt to consist of 50mm of HL-3 (PG58-28) placed 6.1 meters wide, unless otherwise specified. **Estimate quantity 150 tonnes.**

Item 4 (a,b,c,d) – Cherry Lane, Cedar Lane, Maple Ridge Lane, Willow Lane and Forest Drive in Smiths Falls

This item to include the following scope of work:

Item 4(a) – Contractor to excavate and remove existing asphalt and base material to a depth of 0.3m by width of 6.1m for entire length of each street. Upon removal contractor to supply and place granular as noted within excavation to line and grade that ensures new asphalt surface matches existing grade. Granular base to consist of 0.15m of granular B type II and 0.1m of granular A (Granular Payment as per Item 4b & 4c).

Item 4(b) – Supply and Deliver Granular B type II for base construction as per item (4a).

Item 4(c) – Supply and Deliver Granular A for base construction as per item (4a).

Item 4(d) – Contractor shall provide all labour and equipment to fine grade road base to provide uniform grade and 2% cross fall from centreline to edge of roadway prior to paving. Asphalt to consist of 50mm of HL-3 (PG58-28) placed 6.1 meters wide and extending to original street limit. **Estimate quantity 893 tonnes.**

Basis of Payment

Payment for all items will be by either unit measurement in metric tonne as weighed by an approved scale or as lump sum where indicated.

Payment at the RFP price for the above service shall include full compensation for all labour, equipment and materials.

3.0 Submission Forms

**FORM "A" CONTRACTOR'S INFORMATION FORM
PW2020-24**

Company _____

Name of Firm or Individual (Hereafter referred to as "Bidder") _____

Address _____

City _____ Postal Code _____

Telephone _____ Fax _____

Name _____

Name of Person Signing for Firm (please print) _____

Position _____

Email _____

Signature _____

HST No. _____

Dated at _____ this _____ day of _____, 2020.

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**FORM "B" UNIT BID PRICE FORM
PW2020-24**

All items on bid form must be quoted. Incomplete bids will not be accepted.

Item	Item Description	Unit	Est. Quantity	Unit Price	Amount
1	George St. Ledge St. Swallows Lane Block House Lane	tonne	660	\$	\$
2	Kenney Road	tonne	327	\$	\$
3	Circle Drive	tonne	150	\$	\$
4(a)	Cherry Lane Cedar Lane Maple Ridge Lane Willow Lane Forest Drive	lump sum	2200m3	\$	\$
4(b)	Granular B Type II	tonne	2200	\$	\$
4(c)	Granular A	tonne	1500	\$	\$
4(d)	HL-3 Asphalt	tonne	893	\$	\$

Bid Total \$ _____

All bid prices not to include HST

Company Name: _____

Dated at _____ this _____ day of _____, 2020.

Bidder's Signature: _____

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**FORM "C" TAX COMPLIANCE DECLARATION
PW2020-24**

I/We hereby certify that, _____ at the time of submitting this
(Legal Name of Company)

RFP, is in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Dated at _____ this _____ day of _____ 2020.

(An Authorized Signing Officer)

(Title)

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