



# Rideau Lakes

## **Request for Proposals (RFP) CULVERT SUPPLY**

**PW2022-5**

## Contents

1.0	Information to Bidder	
	General Description	..... 3
	The Work	..... 3
	Inquiries During RFP Period	..... 3
	Bid Submission	..... 3-4
	Price Submission	..... 4
	Cost of Submission	..... 4
	Alteration to Bid Submission	..... 4
	Withdrawal of Bid Submission	..... 4
	Insurance –	
	Liability, Automotive and Non-Owned Automobile Insurance	..... 4-5
	Workplace Safety Insurance Act	..... 5
	Contractor’s Liability	..... 5
	Terms of Payment and Invoices	..... 5
2.0	Submission Forms	
	Form “A” Contractor’s Information Form	..... 6
	Form “B” Unit Bid Price Form	..... 7
	Form “C” Tax Compliance Declaration	..... 8

## 1.0 Information to Bidder

### General Description

The Township of Rideau Lakes maintains approximately 450 kilometres of rural roads that require culvert replacement at different times throughout the year.

Bids are hereby requested to supply culverts for maintenance and Capital projects for the Township in 2022.

### 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](mailto: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 Service Provider 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, include the forms in Section 2.0.

The forms supplied by the Township **must** be used and are to be submitted **by email to: [dchant@rideaulakes.ca](mailto:dchant@rideaulakes.ca)** with the **Subject Line: 'PW2022-5'**. No sealed/hard copy submission is required.

**Bids will be received until 11:00a.m. E.S.T., January 28, 2022.** It is the Bidder's responsibility to ensure that the bid submission is received by the Township prior to the submission deadline.

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

Forms must be clear and legible and made in ink. All items shall be bid according to any instructions in this document.

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 Service Provider.

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

### **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](mailto:dchant@rideaulakes.ca) . Generally, the Township of Rideau Lakes' terms of payment are net thirty (30) calendar days upon receipt of invoice.

**2.0 Submission Forms**

**FORM "A" CONTRACTOR'S INFORMATION FORM  
PW2022-5**

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 \_\_\_\_\_, 2022.

**THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP**

**FORM "B" UNIT BID PRICE FORM  
PW2022-5**

**Plastic Pipe**

<b>Size</b>	<b>320kPa</b>	<b>Price/m</b>	<b>Price/Coupler</b>
250mm			
300mm			
375mm			
450mm			
525mm			
600mm			
750mm			
900mm			

**All bid prices not to include HST**

**Prices are all FOB Township of Rideau Lakes' yards 441 Hwy 15, Lombardy or 9863 County Road 10, Westport.**

Company Name: \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Bidder's Signature: \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP**

**FORM "C" TAX COMPLIANCE DECLARATION  
PW2022-5**

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 \_\_\_\_\_ 2022.

\_\_\_\_\_  
(An Authorized Signing Officer)

\_\_\_\_\_  
(Title)

**THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP**