



# Rideau Lakes

## **Request for Proposals (RFP) Portland Transfer Station Retaining Wall**

**PW2024-24**

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## 1.0 Information to Bidder

### General Description

#### Proposal “A”:

The Township of Rideau Lakes is replacing two sections of retaining wall at the Portland Transfer Station, 4427H Old Kingston Road, Portland ON. The new retaining walls; one 2.5m’ section, and one L-shaped, 15.3m x 7.2m section, will abut the retaining wall section replaced in 2016 and the existing structure of the compactor.

#### Proposal “B”:

Provisional work includes the construction of a 14.1m x 7.3m cast-in-place reinforced concrete slab in front of the retaining wall where the transfer bins are loaded.

#### General Scope:

- 1.1 All references to “Owner” shall mean an appointed representative of The Township of Rideau Lakes.
- 1.2 All work is to be completed to the satisfaction of the Owner, meeting or exceeding industry standards. The Owner shall be the final authority on the acceptability of workmanship or quality of materials. Any work not accepted by the Owner shall be remedied at the Contractor’s expense.
- 1.3 All work and materials are to be as specified. When substitutions are proposed, approval must first be obtained from the Owner by signed Change Order.
- 1.4 Contractor to provide a detailed schedule as part of the proposal. Any proposed changes to the schedule shall be made in writing and approved by the Owner.
- 1.5 The Transfer Site will be closed to the public for the duration of the work. Access for Municipal employees and equipment around the work zone to the rear yard is to be maintained for the duration of the work.
- 1.6 Excavated material shall be stockpiled at the Transfer Station for re-use by the Owner. The existing retaining wall blocks are to be salvaged and stockpiled at the Transfer Station. Location to be determined by the Owner.
- 1.7 Owner to remove all movable equipment from work site.
- 1.8 Protect elements to remain. Contractor is responsible to make good any damage to Municipal facilities or equipment on site.

#### Proposal “A” Retaining Wall Scope

- A1 **Removals:** Excavate behind retaining walls to limits shown on Contract Drawings while removing existing retaining wall blocks. Existing retaining wall blocks and excavated material to be stockpiled at locations selected by the Owner on the Portland Transfer Station Grounds. Remove cast-in-place concrete between 2016 retaining wall and location of new retaining wall.
- A2 **Foundation Preparation:** Prepare ground for construction of the retaining walls. Sample foundation material to establish target density using LS-706. Compact material as per OPSS 501. Contractor to provide a geotechnical engineer to review and approve foundation material prior to construction of the retaining walls.
- A3 **Retaining Wall Construction:** Construct retaining walls as per contract drawings S-1, S-2. Mass concrete to be formed and placed to fill gap between 2016 retaining

wall and new retaining wall including dowel connections. Granular material to be compacted and placed in lifts according to OPSS 501. Retaining wall to be constructed according to OPSS 904 and manufacturer's specifications.

A4 **Finish Grading:** Reinststate driving surface to the satisfaction of the owner using suitable stockpiled material.

### **Proposal "B" Concrete Cast-in-Place Slab Scope**

B1 **Removals:** Excavate existing material to allow placement of material to construct granular base and concrete slab to grade.

B2 **Foundation Preparation:** Prepare ground for construction of concrete slab. Sample foundation material to establish target density using LS-706 and, compact material as per OPSS 501. Contractor to provide geotechnical engineer to review and approve foundation material prior to construction of the retaining walls.

B3 **Slab Construction:** Construct reinforced concrete slab as per Contract Drawing S-2. Granular material to be placed and compacted according to OPSS 501. Concrete slab to be constructed according to OPSS 904, reinforcing steel installation as per OPSS 905. Cold weather protective measures may be required for the concrete depending on Contractor's schedule and progress of the works.

B4 **Finish Grading:** Reinststate driving surface to the satisfaction of the owner using suitable stockpiled material.

### **The Work**

This agreement may not be assigned or subcontracted in whole or in part by the Contractor, without prior written consent of the Manager of Roads and Drainage.

All work is 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.

Completed Work will be inspected by the Manager of Roads and Drainage or the Construction Supervisor.

The Township retains the right to negotiate with suppliers on any procurement.

### **Inquiries During RFP Period**

All inquiries relative to these RFP documents shall be directed to Dan Chant, Manager of Roads and Drainage 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, and include the forms in Section 2.0. Proposals shall be properly labeled with the proposal number 'PW2024-24' and submitted no later than the Closing Date and Time.

Proposals are to be submitted by mail or hand delivered in a sealed envelope, clearly marked with its contents, to the undersigned by the following deadline:

**Closing Date: 11:00a.m. E.S.T., September 17, 2024**  
**RFP Opening: Immediately following closing.**

**RFP: PW2024-24**  
**Dan Chant**  
**Manager of Roads and Drainage**  
**Township of Rideau Lakes**  
**1439 County Road 8**

**Bids will be received until 11:00a.m. E.S.T., September 17, 2024.** 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 Manager of Roads and Drainage 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 and Jewell Engineering 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.

## Notice of Project

Any successful vendor is required to provide a Notice of Project to the Ministry of Labour, Training and Skills Development prior to starting the work.

## 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 or its Agents 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.

## Completion Date

The Completion Date for Proposal 'A' and 'B' of this Contract is **November 22, 2024**. It is agreed by the parties to the Contract that if all work called for under the Contract is not completed by the Completion Date, damage will be sustained by the Township and that it will be difficult to ascertain the actual damage sustained. Therefore, the parties to the Contract hereto agree that the successful vendor will pay to the Township the sum of \$250.00 per calendar day past the Completion Date until completion of the work.

## Terms of Payment and Invoices

The Township shall pay for the Work upon completion and receipt of an itemized invoice sent to Dan Chant, Manager of Roads and Drainage, 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 completion of work and receipt of invoice.

## Attachments

1. 2409872 - Portland Transfer Station Retaining Wall and Conc.Pad\_S1-S3(r1)
  - a. Drawing No. 1
  - b. Drawing No. 2
  - c. Drawing No. 3

**2.0 Submission Forms**

**FORM "A" CONTRACTOR'S INFORMATION FORM  
PW2024-24**

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 \_\_\_\_\_, 2024.

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**FORM "B" UNIT BID PRICE FORM  
PW2024-24**

Special Provisions:

NOTE: The Township may, at its discretion, award aspects of the work on an individual basis or as a whole, based on the best interest of the tax payers of the Township.

**Proposal A – Retaining Wall, Proposal B – Cast-in Place Concrete Slab**

**PROPOSAL "A"**

ITEM	LS PRICE for A1 to A4 Individual	LS Price for A5 All work
<b>A1- Removals</b>	\$	
<b>A2- Foundation Preparation</b>	\$	
<b>A3- Retaining Wall Construction</b>	\$	
<b>A4- Finish Grading</b>	\$	
<b>A5 – Item A1 to A4 Inclusive</b>		\$

**PROPOSAL "B"**

ITEM	LS PRICE for B1 to B4 Individual	LS Price for B5 All work
<b>B1- Removals</b>	\$	
<b>B2- Foundation Preparation</b>	\$	
<b>B3- Slab Construction</b>	\$	
<b>B4- Finish Grading</b>	\$	
<b>B5 – Item B1 to B4 Inclusive</b>		\$

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

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

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**FORM "C" TAX COMPLIANCE DECLARATION  
PW2024-24**

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 \_\_\_\_\_ 2024.

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

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

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