



**REQUEST FOR QUOTATION FOR SNOW CLEARING
FROM NOVEMBER 2020 TO APRIL 2022
(TWO YEAR CONTRACT)**

RFQ 2020-011

LOWEST OR ANY RFQ NOT NECESSARILY ACCEPTED

RFQ CONTRACTOR INFORMATION

Name of Contractor/Firm

Address of Contractor/Firm Including Postal Code

Telephone Number

Fax Number

Email Address

Signature

Name of Person Signing

Position/Title

Note: If the RFQ is submitted by or on behalf of any Corporation, it must be signed in the name of such Corporation by some duly authorized officer or agent thereof. The said Officer or Agent shall subscribe their own name and office and affix the seal of the Corporation thereto.

Description of Work

The Township of Augusta is seeking quotations for Snow Clearing. The term is from November 2020 to April 2022. The purpose of this work is to maintain the site(s) clear of snow and ice and apply abrasives at the following locations:

- A. Municipal Office: 3560 County Road 26, Prescott, ON
- B. Township Public Library: 4500 County Road 15, Brockville, ON
- C. Ellis House: 3624 County Road 26, Prescott, ON
- D. North Augusta Community Hall: 8115 Mill Street, North Augusta, ON.
- E. Fire Station #1: 1022 County Road 15 Maitland, ON. (All)
- F. Fire Station #1: 1022 County Road 15 Maitland, ON. (County Road 15 bay doors ONLY). Due to the incline from bay doors to road, this area is to be kept bare and will require extra attention to allow safe traction.
- G. Fire Station #2: 8112 Mill Street, North Augusta, ON.

Completion Date:

Work will commence upon award of contract and carry on in a continuous manner until approximately April 15, 2022 dependant on weather.

Closing Date

The RFQ will close on **Tuesday October 20th, 2020 at 11:00am EST.**

Acceptance

Acceptance of the successful quote conforming to the required documents shall be at the sole discretion of the Corporation of the Township of Augusta.

General Information:

The quotation form supplied below shall be submitted in a sealed envelope, clearly marked, as Snow Clearing Contract 2020-011 and addressed to:

Ray Morrison CAO/Treasurer
Township of Augusta
3560 County Road 26
Prescott, ON
K0E 1T0

Quotations signed and dated will be received by the Township no later than **11:00 AM EST** on the closing date specified. Quotations shall be typed or neatly handwritten in ink. As required by the form, quotations submitted by proprietorships must be witnessed; quotations submitted by limited companies must bear the corporation seal.

Quotations submitted after the specified time will be returned to the bidder unopened. Electronic or Fax submissions will not be accepted or considered. Quotations which are incomplete, conditional, or obscure, or which contain additions not called for, or erasures, alterations, or irregularities of any kind, may be rejected as informal.

All quotations are prepared at the sole risk and cost of the bidder. No payment will be made to any bidder regarding the preparation and submission of the quotation.

Payment for materials supplied shall be made by the Township within thirty (30) days of receipt of an invoice.

Pursuant to the Accessibility for Ontarians With Disabilities Act, 2005, Regulation 191/11 (the Act), the Contractor shall ensure that all of their employees, agents, volunteers, or others who will be involved in providing service on behalf of the Township, receive training about the provision of goods and services provided to people with disabilities.

The contractor shall submit to the Township, if requested, documentations describing their accessible training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training was provided and the attendees.

The Township reserves the right to require the Contractor, at the Contractors expense, to amend their training policies, practices, and procedures, if the Township deems them not to be following the requirements of the Regulation.

The Contractor shall only assign those employees who have successfully completed training, in accordance with Section 5 of the Integrated Accessibility Standards (IASR), to provide services on behalf of the Township.

All inquiries concerning this RFQ please contact:

Ray Morrison CAO/Treasurer
Township of Augusta
3560 County Road 26
Prescott, ON
K0E 1T0
613-925-4231 ext. 102
rmorrison@augusta.ca

QUOTATION SUBMISSION FORM RFQ 2020-011 PART 1

| | Location | 2020-2021 Price Per Trip | 2021-2022 Price Per Trip |
|----------|---|---|---|
| A | Municipal Office Snow Removal Includes front and rear parking lots, front and rear entrances to doors, emergency doors and all sidewalks | \$ | \$ |
| A | Municipal Office Sand and Salt | \$ | \$ |
| B | Township Public Library Snow Removal Includes side and rear parking lots, front and rear entrances to doors, emergency doors and all sidewalks | \$ | \$ |
| B | Township Public Library Sand and Salt | \$ | \$ |
| C | Ellis House Snow Removal | \$ | \$ |
| C | Ellis House Sand and Salt | \$ | \$ |
| D | North Augusta Community Hall Snow Removal Parking lot only | \$ | \$ |
| D | North Augusta Community Hall Sand and Salt | \$ | \$ |
| E | Fire Station #1 Snow Removal ALL Includes parking lot, front and rear entrances to ALL bay doors, emergency doors and all sidewalks | \$ | \$ |
| E | Fire Station #1 Sand and Salt ALL | \$ | \$ |
| F | Fire Station #1 Snow Removal County Road 15 Bay Doors ONLY | \$ | \$ |
| F | Fire Station #1 Sand and Salt County Road 15 Bay Doors ONLY | \$ | \$ |
| G | Fire Station #2 Snow Removal ALL | \$ | \$ |
| G | Fire Station #2 Sand and Salt ALL | \$ | \$ |

QUOTATION SUBMISSION FORM RFQ 2020-011 PART 2

TO: The Mayor and Council
Corporation of the Township of Augusta

I/we _____
(Company Name)

hereby enter a Contract with The Corporation of The Township of Augusta as per Contract 2020-011 to perform the work required in the Bid Documents for the properties described herein.

***HST Extra on each invoice**

HST Registration No. _____

Signed

_____, 2020
Dated

BIDDERS INFORMATION RFQ 2020-011

| | |
|-------------------------------|--|
| Business Name (please print): | WSIB No: |
| Street Address: | Insurance Policy No: |
| City/Town and Postal Code: | Public Liability & Property Damage Insurance: (minimum amount Two Million Dollars) |
| Telephone No: | Insurance Company: |
| Fax No: | Insurance Agency (if applicable): |

Dated at: _____

this _____ day of _____, 2020.

Title of Authorizing Representative: _____

Print Name: _____

Signature: _____

BIDDERS INFORMATION

1.1 The Work

The Township of Augusta is seeking quotations for the 2020-2021 and 2021-2022 snow clearing, sand and salt at locations, as detailed in the description of work. The purpose of this work is to maintain the site(s) clear of snow and ice and apply abrasives at the addresses listed in the attached.

1.2 Taxes

The Harmonized Sales Tax (HST) is NOT to be included in the bid prices, but will be added to each invoice as an extra charge if applicable

1.3 Qualification Information

The Township reserves the right to require any Bidder to submit qualification information prior to the award of the Contract. Qualification information shall be included in the submission of evidence of the capability of the Bidder to carry out and to maintain properly the work, together with details of the qualifications of the Bidder's staff that may be employed in the execution of the Contract.

1.4 Quote Submissions

The Bidder must submit the quote bid on the Quote Submission Form supplied, sealed in the envelope, and must deliver such quote so that it is in the hands of the Township of Augusta, as designated in Request for Quote within the time and at the location specified.

1.5 Equipment List for Snow Clearing and Sand/Salt

| MAKE | MODEL | YEAR |
|-------------|--------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |

1.6 List of Proposed Sub Contractors

| Sub Trade | Name of Sub Contractors | Address |
|-----------|-------------------------|---------|
| | | |
| | | |
| | | |
| | | |

1.7 Acceptance or Rejection of Quotes

Under no circumstances will the Township consider a quote which is not received at the address given in the Invitation to Quote, within the time prescribed, and not properly signed and sealed in the supplied envelope.

The Township reserves the right to accept or reject any quote or all quotes, and to waive the formalities in any quote documents as the interest of the Township may require; without giving any reason for such action.

1.8 Examination of the Sites

We encourage bidders to visit and examine the sites requiring work and obtain a clear and comprehensive knowledge of the conditions and limitations thereof.

1.9 Changes in Work

Additional work shall not be done nor shall other changes to the Contract be made without receiving prior written authority from the Township.

1.10 No Additional Payment for Increased Costs

The amount payable to the Contractor under the Contract will not be increased or decreased by reason of any increase or decrease in the cost of the Work brought about by any increase or decrease in the cost of plant, equipment, labour, materials, or the wages set out and prescribed herein.

1.11 Correction of Faulty Work

The Contractor shall rectify defects in the Work caused by faulty workmanship or materials for which it shall have received notice from the Township.

1.12 Acceptability of Work

All work performed by the Contractor shall be completed to the entire satisfaction of the Township.

1.13 References- Must be for similar work and a minimum of three (3)

| Municipality | Work Done | Contact and Phone No. |
|--------------|-----------|-----------------------|
| | | |
| | | |
| | | |

2.0 GENERAL CONDITIONS-TOWNSHIP OF AUGUSTA

2.1 Insurance

The Contractor shall keep in force for the duration of the Contract, **Public Liability and Property Damage Insurance in an amount not less than \$2,000,000.00** without limiting the foregoing; such insurance coverage shall include Comprehensive General Liability, Contractual Liability, Personal Injury and Contingent Liability with respect to Sub-Contractors. The bidder shall name the Corporation of The Township of Augusta as an insured party on their policy.

2.2 Workplace Safety & Insurance Board Certificate of Clearance

The Contractor shall produce an up to date Workplace Safety & Insurance Board Certificate of Clearance Form from time to time when requested by the Township and prior to final payment under the Contract. If the Contractor is unable to produce clearance as required because it claims it is an independent operator, with no insurable workers and is otherwise unable to obtain a clearance, it shall submit to the Township written confirmation from the Workplace Safety & Insurance Board of its status as an independent operator for the Contract, within seven (7) business days of receipt by the Contractor of the notification of the award. If the Contractor does not produce such confirmation, the Township may, at its sole option, terminate the Contract.

2.3 Assignment

The Contractor shall not assign the Contract or the proceeds without the written consent of the Township.

2.4 Taking the Work Out of the Contractor's Hands

- a) Where the Contractor becomes bankrupt or insolvent, delays commencing or diligently executing the Work, abandons the Work or has otherwise failed to perform any of the provisions of the Contract, the Township may, without notice and without process or suit of law, take the work out of the hands of the Contractor and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, the Township may use all monies due on the Contract to correct or complete the work.
- b) Where the work or any part thereof has been taken out of the Contractor's hands, the Contractor shall not be entitled to any further payment, including payments then due and payable but not paid, and the obligation of the Township to make payments shall be at an end, and the Contractor shall be liable upon demand of the Township to pay the Township an amount equal to all loss and damage suffered by the Township by reason of the non-completion of the Work by the Contractor.

2.5 Indemnity

The Contractor shall indemnify and save harmless the Township and its respective officers and agent from all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, occasioned by or attributed to the activities or omissions of the Contractor or those for whom the Contractor is responsible in performing the Contract.

2.6 Interpretation

If any question arises regarding meaning, intent or other matter required by the Contract, the question shall be decided by the Public Works Manager or designate.

2.7 Permits, By-Laws

The Contractor agrees to abide by all laws, rules, regulations, by-laws, ordinances and legal requirements, codes, and orders of the municipality where the project is situated.

2.8 Co-Operation

The Contractor agrees to co-operate with the Township and arrange for all work to be expedited with the minimum of inconvenience to all parties, and report in writing any difficulties encountered in expediting the work.

2.9 Protection

The Contractor agrees to provide adequate protection to public and property (flashing beacon lights, back up beeper, etc.) and to use caution to protect existing buildings, equipment, plant materials, lawns, etc., from any damages resulting from performing work on this Contract. Any damages to be repaired without costs to the Township. This includes repairing or replacing damaged pavement, concrete barriers, or landscaping.

3.0 SITE SPECIFICATIONS – TOWNSHIP OF AUGUSTA

3.1 Description of Work – Snow Clearing

Comply with the requirements of the Quote Submission Form, Bidders Information, General Instructions, Site Specifications, Equipment List and References.

3.2 Scope of Work

- a) **SNOW CLEARING** - The contractor shall move in their equipment and commence the snow clearing operations not later than two (2) hours after the snowfall reaches a depth of **4 cm or 1 ½ inches** and ensure the site is cleared of snow and equipment by 7:30 a.m. Monday to Friday. Walkways, entrances, ramps, sidewalks, and parking areas are to be kept as near as possible to bare pavement. Snow clearing by the contractor shall continue if the snowfall is persistent, until all areas listed in the Terms of the Contract are clear of snow accumulation and the base is visible. If there is a dispute over the amount of snow accumulation, the Township will verify with the local weather office.

If the above conditions are not met the Township will immediately contact other operators for snow clearing and deduct their cost from monies owed the quotation contractors.

For parts B, E, F and G, snow clearing is required on weekends when snow is present. For Part F, the incline from bay doors to County Road 15 always needs to be bare with sufficient traction. The contractor maybe required to make extra trips to keep this area from being icy.

- b) Where property space allows, snow should be pushed as far back as possible from the first snow to eliminate the need for hauling. This is subject to ground frost conditions.
- c) **SNOW REMOVAL** - The contractor shall move in their equipment when requested by the Township and remove snow as directed by Township staff.

3.3 Winter Abrasives – Sand/Salt

- a) Sand supplied by contractor is to be clean and dry, mixed thoroughly at two 40 kg bags of salt in one cubic metre of sand.
- b) Contractor shall apply winter abrasives in a uniform layer to all parking lots, sidewalks, ramps and as reviewed with Township staff, other areas that may be designated by the Township, when such areas become slippery due to weather conditions such as freezing rain, ice rain, sleet, light snow, snow flurries, freeze thaw cycle and/or blowing snow. **Sanding/salting operations must always be sufficient to maintain safe conditions.**

3.4 Supervision and Responsibility

- a) Snow clearing and snow removal (if directed) are to be completed no more than 12 hours from commencement of operations for any one snowfall.
- b) The contractor shall return to its original state, at his own expense, any damage caused by his work under this contract.
- c) The contractor is to ensure sufficient equipment is available to perform the work for the sites involved, to the satisfaction of the Township. All equipment is to be pneumatic rubber tired and a minimum single axle.
- d) The contractor shall be solely responsible for loss or damage of his materials or equipment, and for any materials delivered to him from whatever source.

3.5 Co-operation

The Contractor is to provide Township staff with two contact phone numbers for communication on a twenty-four hour, seven days a week basis for the co-ordination of work to be in effect for the duration of the contract.

3.6 Method of Payment

- a) All work performed by the contractor shall be executed to the satisfaction of the Township. Failure to provide and maintain a standard of service and workmanship acceptable to the Township may, at the discretion of the Township, result in financial penalty in the form of reduced invoices if the work has not been improved, after due notice. Consistent failure to meet standards of service and workmanship will result in termination of the contract.

All invoices are to be clearly marked with the address of the property cleared. Please submit separate invoices for each property in the group. The invoice is to include the date, time of snow clearing and/or application of abrasives.