



MUNICIPALITY OF
GREENSTONE

**REQUEST FOR TENDER
RFT-PS-2022-24**

Longlac Storm Sewer Repairs

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Section 1 Tender Information

1.1 Submission of Tenders

The Corporation of the Municipality of Greenstone shall hereinafter be referred to as “the Municipality” or “the Owner”.

Tender Submissions for RFT-PS-2022-24 Longlac Storm Sewer Repairs will be received in duplicate in a sealed envelope, clearly marked as to its contents using the cover page provided by the Municipality of Greenstone at the end of this document.

Tenders will be received at the Administration Office of:

The Municipality of Greenstone
ATTN: Clerk
1800 Main Street, PO Box 70
Geraldton, Ontario P0T 1M0

Not later than **4:00 p.m. local time, Thursday, October 20, 2022**

- a) Tenders received later than the time specified will not be accepted regardless of the postal cancel date.
- b) Tenders will be opened in public at 4:10 PM the same day.
- c) All “Form of Tender” are to be received on the printed form provided.
- d) The lowest or any Tender not necessarily accepted.

1.2 Schedule of Events

The schedule provided is for guidance only and the Municipality reserves the unqualified right to issue an addendum to modify or eliminate any aspect of the schedule.

+Event	Date, Location
Tender Release Date	Wednesday, October 5, 2022

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Question Submission Deadline	Thursday, October 13, 2022, 12:00 pm
Posting of Addenda Deadline	Friday, October 14, 2022, 12:00 pm
Closing Date and Time	Thursday, October 20, 2022 No Later than 4:00 pm
Estimated Award of Contract	Friday, October 21, 2022
Expected Project Completion	November 30, 2022

1.3 Extent and Location of Work

The project site is in Longlac, Ontario, specifically Centennial Drive between the intersections of Buell Street and Skinner Avenue.

1.4 Right to Accept or Reject Tenders

The Tender shall be based upon the whole of the Specifications and Contract Documents, without reservation.

The lowest or any Tender not necessarily accepted

The Tender must be submitted on the forms provided, which shall be completely filled out and shall be duly executed by signing officer(s) of the corporation. Tenders may be deemed invalid if the forms are not properly or fully completed. All blanks must be legibly and properly filled in on the printed forms supplied for that purpose. **If a bid for an item is no cost, enter 0.**

Tenders which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected. Should any uncertainty arise as to the proper manner of doing so, the Contract Administrator will, upon request, give the requisite information.

If the Unit Prices and total amount of the extensions named by the Bidder in the proposal do not agree, the Unit Prices will be accepted as correct. The corrected extensions will be considered as representing the Bidders intentions. The Municipality of Greenstone will award this contract to one (1) bidder.

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1.5 Conditions

The award of this contract is subject to Council Approval and budgetary allocations.

The Municipality of Greenstone reserves the right, in its sole discretion, to cancel any or all bid calls.

The Municipality of Greenstone reserves the right, in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted.

1.6 Award of Contract(s)

The Municipality of Greenstone intent is to award the entire contract to one bidder.

1.7 Litigation

No bid or offer will be accepted from any bidder, inclusive of the bidder's subcontractors, who has a claim or has instituted a legal proceeding against the Municipality, or against whom the Municipality has a claim or instituted a legal proceeding, without prior approval of Council. For purposes of this provision, where such bidder is a corporation, bidder shall include any non-arm's length corporation of the bidder.

Bids from any bidder in any of the above circumstances shall be rejected as informal, irregular and non-compliant.

1.8 Unacceptable or Unbalanced Tenders

Each item in the Tender shall be a reasonable price for such item. Under no circumstance will an unbalanced Tender be considered. The Municipality will be the sole judge of such matters, and should any Tender be considered to be unbalanced, then the Municipality will reject it.

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1.9 Execute Contract

Tenders shall be open for acceptance for a period of **ninety (90)** days after the closing date. After this time the Tender can only be accepted with the consent of the successful bidder.

When Tenders have been checked, the user department will review the Bids in order to recommend Award.

The Form of Agreement is a written record of the business arrangement between the Municipality and the Bidder.

Immediately after acceptance of the Tender by the Owner(s), the successful Bidder shall provide the Owner(s) with any required documents within 10 business days of the date of notification of award.

1.10 Indemnification

The successful Vendor shall indemnify and hold harmless the Municipality, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage or destruction of tangible property cause by any acts or omissions of the Vendor, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this Proposal. Neither the Owner nor the Successful Vendor shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of anyone other than their own officers, agents, servants, employees, customers, invitees or licensees.

This indemnity shall survive the expiration or early termination of this Agreement and continue in full force and effect.

1.11 Ability and Experience of Bidder and Subcontractors

The Municipality reserves the right to reject the Tender of any bidder who does not furnish satisfactory evidence of sufficient capital, resources and experience to successfully execute and complete the work in the specified time.

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The contractor agrees to submit a list of any subcontractors who will be carrying out any part of this contract. The list shall show the names of the proposed subcontractors and for what work each subcontractor will be responsible. The Municipality has the right to reject any of the subcontractors so named. In this event, the contractor shall arrange to have the work done by such other subcontractor as may be approved by the Municipality.

1.12 Interpretation of Tender Documents

Bidders shall carefully examine all documentation that encompasses this request including but not limited to specifications, addenda and drawings in order to satisfy themselves as to all conditions affecting the scope of work. No claim for additional costs will be entertained on the grounds of misrepresentation, nor on the grounds that any promise or guarantee was given or provided by the Municipality.

If a Bidder finds discrepancies, omissions, irregularities or is in doubt as to the meaning, the Bidder shall contact the Director of Public Services at email brian.aaltonen@greenstone.ca. The Municipality cannot be held liable for any oral explanation or interpretation provided.

Any and all addenda issued prior to the closing date will be posted on the Municipality's website for downloading by bidders. It is the bidder's sole responsibility to download and include all addenda issued with the tender submission.

Bidders attempting to contact Municipality staff or elected officials other than the contact(s) indicated within this request, for whatever reason during the bid process, are advised that such action may result in their disqualification from the process.

1.13 Bidders to Investigate

The Bidder shall be deemed to have satisfied themselves before Tendering as to the correctness and sufficiency of their bid for the completion of the work.

In addition, the Bidder shall obtain their own information on all matters and things that may in any way influence them in making their Tender and fixing the rates entered by them in the "Schedule of Items and Prices". The Bidder shall also satisfy themselves in all respects as to the risks and obligations to be undertaken under terms of contract.

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1.14 Commencement of Work

The Tenderer shall be able to commence work on the construction project upon receipt of the Letter Award and execution of Agreement between the parties.

1.15 Requirements at time of Execution/Prior to Commencement of Work

The successful bidder will be required to submit the following documentation, in form satisfactory to the Municipality of Greenstone, prior to the execution of the contract.

- a) Certificate of Insurance listing "The Corporation of the Municipality of Greenstone" as Additional Insured
- b) WSIB Clearance Certificate
- c) Contractor Health & Safety Prequalification Form (Municipality of Greenstone)

1.16 Accessibility for Ontarians with Disabilities Act (AODA)

The Municipality of Greenstone supports the goals of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and establishes policies and practices which are consistent with the accessibility standards and the four core principles of dignity, independence, integration and equal opportunity. Under section 7 of O. Reg. 191/11, Integrated Accessibility Standards established by the AODA, the Municipality of Greenstone must ensure that employees, volunteers and all other personnel, including third party contractors, who deal with staff or members of the public or other third parties on behalf of the Municipality receive training on accessible customer service.

All personnel must complete training that meets the requirements of the Integrated Accessibility Standards regulation and receive any applicable training as required on the AODA and its regulations

Access an e-learning course:

The training requirements can be fulfilled by completing the e-Learning course

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“Customer Service Standard Module”, which can be found on the following website: <http://accessforward.ca/>

Requirements of the Integrated Accessibility Standards (Ontario Regulation 191/11): <https://www.ontario.ca/laws/regulation/110191>

Accessible formats or communication supports are available upon request. Email the Clerk at kristina.miousse@greenstone.ca or call 807-854-1100 ext. 2059.

1.17 Municipality Freedom of Information and Protection of Privacy Act

Please note that the Municipal Freedom of Information and Protection of Privacy Act, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding the disclosure to third parties of information held by municipalities and local boards.

If the Bidder wishes to protect from disclosure any or all of the documents that are submitted to the Municipality as part of their bid, a letter shall be submitted as an attachment to the Form of Tender to the attention of the Clerk, stating any or all of the documents that the Bidder wishes to protect, referencing the above-mentioned legislation, and signed by a responsible officer. This letter will not guarantee that there will never be disclosure, but it does provide the groundwork for handling an application for disclosure by a third party under this legislation.

1.18 Municipality Purchasing Policy

The Municipality’s purchasing policies form an integral part of this tender document. The Policy and Procedures as they are adopted apply to this tender process. A copy of the Municipality’s current Purchasing Policy can be found on the Municipal Website www.greenstone.ca. The issuance of this bid call is made under the guidance of By-law 22-54 authorizing the Purchasing of Goods, Services and Construction Policy.

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Section 2 Standard Specifications

2.1 Order of Precedence

In case of any inconsistency of conflict between the provisions of this Agreement and the Tender or any other document or writing the provisions of such documents shall take precedence and govern in the following order.

- a) Form of Agreement
- b) Addenda
- c) Form of Tender
- d) Information to Bidders

2.2 Scope of Work

The scope and purpose of this specification is to outline the specific requirements of the Municipality of Greenstone in respect of the removal and full replacement of existing storm sewer system on Centennial Drive in Longlac, ON. The storm sewer system on Centennial Drive is partially upgraded; this project represents the remaining section that requires rehabilitation. To expedite the project in 2022, Bidders are requested to provide a price per linear meter to allow for budgetary restraint.

The project area on Centennial Drive is between the intersection of Buell Street through to the T-intersection with Skinner Avenue, an approximate distance of 200 meters.

The infrastructure is supplied by the Municipality and readily available and includes 300 mm diameter culverts and catch basins.

The Contractor is responsible for locates.

The excavated material is to be used to backfill the project area.

The Contractor is responsible for final grading.

The Municipality is responsible for surface restoration.

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2.3 No Increase in Rates

No Claim for increase in rates in the Form of Tender, or other prices quoted in the Contract will be entertained, nor shall the Bidder be entitled to make any claim on the grounds of misrepresentation, nor on the grounds that they were given any promise or guarantee by the Municipality or their agents or employees or any other persons.

2.4 Demonstration

N/A

2.5 Contractor Requirement

The bidder must be a Contractor that can attest to having experience in projects of similar scope and size.

2.6 Permits and Licenses

The Contractor shall obtain all necessary notices, shall apply for all permits, licenses and inspections, and shall pay all fees associated with such to complete the work.

2.7 Delays

If the Contractor is delayed in the performance of the Work by an act or omission of the Contractor or anyone employed or engaged by the Contractor directly or indirectly, or by any cause within the Contractor's control, deductions will be made to the final payment certificate for all reasonable damages associated with such delayed performance in the amount of, but not limited to, any losses or damages due to delays.

2.8 Insurance

The Bidder shall indemnify and save harmless The Corporation of the Municipality of Greenstone and against all claims, demands, loss, damages, etc. The Bidder shall keep in force, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality providing insurance coverage in respect of

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any one accident to the limit of at least Five Million (\$5,000,000.00) resulting from, or arising out of any act or omission on the part of the Bidder or any of his servants or agents during the execution of the Contract. The Bidder shall forward with the executed contract documents a certified copy of the policy or certificate naming The Corporation of the Municipality of Greenstone.

2.9 Health and Safety and WSIB

The successful bidder is required to conform to the Occupational Health and Safety Act related to the performance of the contract. In addition, the successful Proponent will be required to supply to the Municipality a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every sixty (60) days.

2.10 Payments

A Construction Contract will be executed by the Municipality upon award of contract.

Payment will be made upon final inspection by and to the satisfaction of the Municipality of Greenstone.

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Section 3 Form of Tender

3.1 Offer

Submitted by:

To: Municipality of Greenstone, Administration Office
1800 Main Street, PO Box 70
Geraldton, Ontario P0T 1M0

The undersigned also undertakes to do all the Work required for the Longlac Storm Sewer Repairs in accordance with the Contract Documents at the prices tendered as follows:

Dollars (\$ _____) including HST, or such other sum as may be ascertained in accordance with the Contract Documents.

1. The Schedule of Items and Prices shall form part of this Tender. If there is any conflict between the Tender Sum entered above and the correct summation of the lump sum prices, provisional sums and correct extensions of the unit prices and quantities entered in the aforesaid Schedule, the said summation shall take precedence.
2. This Tender is irrevocable for ninety (90) calendar days after the closing time, whether or not any other Tender has previously been accepted or not and whether notice of acceptance of another Tender has been given or not.

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3. Notice of acceptance, or request for additional information, may be addressed to the undersigned at the address set forth below.

SIGNATURE OF INDIVIDUALS, PARTNERS OR OFFICERS OF THE CORPORATION

 Duly Authorized Signing Officer

 Duly Authorized Signing Officer

3.2 Schedule of Items and Prices

Bidders shall provide a linear price per meter for the **Longlac Storm Sewer Repairs**

SCHEDULE OF BID ITEMS AND PRICES

ITEM	DESCRIPTION OF WORKS	LINEAR PRICE PER METER
1	Removal and Replacement of Storm Sewer System on Centennial Drive in Longlac, ON	\$ / M
	Applicable H.S.T	\$
	Total	\$

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Section 4 Tender Documents

4.1 Tender Check List

Tender Due Date: Thursday, October 20, 2022
Contract Number: RFT-PS-2022-24
Contract For: Longlac Storm Sewer Repairs

This checklist is provided for the convenience of the Bidder to ensure that all required Tender documents have been completed and enclosed in the Tender envelope. Please check items required and return with your Tender.

- _____ Correct Forms (as provided)
- _____ Properly Signed
- _____ All Items Bid
- _____ All Addendum Returned with Tender (if applicable)
- _____ Completed Form of Tender Returned in Duplicate

I/We have read the Tender procedures, instructions to bidders and other supporting documentation and understand such procedures, instructions and documentations and agree to the terms and conditions set forth in this Tender.

Signed by Bidder

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4.2 Tender Submission Label

From: _____

Contact: _____

Telephone: _____

Deliver to:

**The Corporation of the Municipality of Greenstone
Administration Office
Attn: Municipal Clerk
1800 Main Street, PO Box 70
Geraldton, Ontario P0T 1M0**

TENDER NUMBER: RFT-PS-2022-24

**CLOSING DATE AND TIME: THURSDAY October 20, 2022
No later than 4:00 p.m.**

DESCRIPTION: Longlac Storm Sewer Repairs