



**TOWNSHIP OF
NORTH ALGONA WILBERFORCE**

“A” Gravel

RFP (Request for Proposal)

Project Name: “A” Gravel

Location: North Algona Wilberforce Township - Renfrew County

RFP Number: PW2022-02

RFP NUMBER:	PW2022-02
RFP CLOSING DATE:	March 30, 2022
RFP CLOSING TIME:	12:00 p.m. (noon)
RFP OPENING TIME:	12:01 p.m. (noon)

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1. GENERAL INSTRUCTIONS

- a. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the RFP.
- b. All bid documents and corresponding addendums must be submitted in a sealed envelope and clearly marked as to its contents in ink or typed form.
- c. As submissions are received, they are time and date stamped at the Township Office to ensure compliance with the closing date and time.
- d. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission or shortly thereafter by regular mail.
- e. Openings are a public process and will be held in the Council Chamber's at the Township Office at the time of closing or shortly thereafter, and on the date as specified in the RFP Documents. Note: If permitted during Covid-19 restrictions.
- f. For RFPs the name of the proponent will be read aloud and recorded, and the total amount, without HST.
- g. All members of the public in attendance at the opening are required to sign the Attendance Form.
- h. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the CAO or Designate for evaluation.

The lowest and/or any bid not necessarily accepted.

The Township of North Algona Wilberforce reserves the right to accept/reject, cancel/re-advertise any RFP.

Project Description:

To provide approximately 3000 tonnes of A gravel supplied/ applied on selected Township roads. And to stockpile 300 tonnes at the Township yard at 1091 Shaw Woods Road. The contractor shall provide proof that is acceptable to the owner as the weight of product through load tickets or other printed documentation. The job to be completed **on or before June 3, 2022.**

2. REGISTRATION FORM

Packages will be available for pick up in person (@ .20 cents per page copied), by email, or via the Township website at nalgonawil.com.

Addendums to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a registration Form are responsible for obtaining all addendums associated with this project. The Township of North Algona Wilberforce shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.

Please return the completed form **in person, by email to clerk@nalgonawil.com or by fax 613-628-3341.**

PROJECT NAME	PW2022-02 "A" Gravel
CLOSING DATE	March 30, 2022 @ 12 p.m. (noon)
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	()
FACSIMILE	()
EMAIL ADDRESS	
DATE:	

PART A Tendering Procedures

1. All inquiries, concerning the tender, prior to tender closing, shall be directed to:

Ron O'Neill, Public Works Superintendent
613.628.2080 OR publicworks@nalgonawil.com Cell: 613-639-5612

2. Notification of acceptance of tender will be by telephone and written form of notice, to the address of the Contractor used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the Contractor.
3. A tender may be voided by superseding it with a later tender or letter of withdrawal, prior to the closing date and time.

PART B Tendering Requirements

1. A certified cheque made payable to the Township of North Algona Wilberforce in the amount of 10% of the total tender must be submitted with the tender, for deposit purposes.

Deposit cheques of unsuccessful bidders will be returned within ten (10) calendar days of the tender opening. The cheque of the successful bidder shall be retained until the Township's acceptance of the completed work.

2. All loads will be inspected and directed by the Township "Gravel Inspector" without exception. The contractor is required to provide a minimum of five trucks for each day of operation. There will be a \$500 dollar per day penalty for each truck the contractor is short of the required daily truck count. "Rain Days" will be permitted at the mutual agreement of the Gravel Inspector and the contractor; there will be no penalty for rain days. For every seven "rain days" five additional days will be added to the completion date. All trucks and trailers used in this contract shall be deemed in good working condition by the Gravel Inspector. Loads will only be applied to "prepared roads" as directed by the Gravel Inspector. The Township retains the right to sample, test, and inspect any load prior to application. The Township retains the right at any time to observe truck loading at the source at any time during the operation. Further, the owner can sample material prior to loading at the source. All loads shall meet the specifications as stated in appendix "A". The contractor shall supply to Township, before delivery of gravel, documentation that it meets specification in appendix "A". The contractor is responsible for supplying a grader (JD770 or equivalent) to finish grade gravel and removing any excessive windrows or pile created by truck dumping.

PART C Basis of Rejection

Tenders not conforming to the following requirements will be disqualified:

- (a) Tender must be legible, in ink, by typewriter or by printer. Entries or changes made in pencil shall be invalid. Tenders which are incomplete, illegible, or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected

- (b) Tender must be on the form provided.
- (c) Tender must be signed and sealed by an authorized official of the bidding organization. A joint tender must be signed and sealed by each company.
- (d) All items must be bid.
- (e) Tender must not be restricted or modified in any way.

Disqualifications

Under no circumstances will tenders be considered that:

- (a) Are received after March 30, 2022, at 12:00 p.m. (noon) (EST)
- (b) Include tender qualifications or other conditions not authorized by the Township of North Algona Wilberforce; or
- (c) Are in the determination of the Township of North Algona Wilberforce, incomplete.

Right to Accept or Reject

The tender which includes the lowest submitted cost will not necessarily be accepted. The Township of North Algona Wilberforce has the right to reject any and all tenders for any reason whatsoever. The Township of North Algona Wilberforce shall not be responsible for and potential bidders shall not be entitled to, reimbursement for any liability costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered, including loss of profit, by any potential bidder prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Township of North Algona Wilberforce of any tender or by reason of any delay in the acceptance of a tender. Tenders are subject to formal acceptance by the Township of North Algona Wilberforce and a formal contract being prepared and signed.

POTENTIAL BIDDERS ARE ADVISED THAT ACCEPTANCE OF ANY TENDER MAY BE DONE BY RESOLUTION OF THE TOWNSHIP OF NORTH ALGONA WILBERFORCE COUNCIL.

Part D Acceptance

Award of Tender

Award of optional material will be at the discretion of the Township based on the Townships convenience and may not necessarily reflect the main Tender amount. The lowest or any tender will not necessarily be accepted. The Township of North Algona Wilberforce may, in its sole discretion.

- (a) Award a contract to the potential bidder that the Township of North Algona Wilberforce, in its sole discretion, determines is the best qualified and compliant tender; or
- (b) Determines that the potential bidder meets the best possible competencies; or
- (c) Not award any contract at all.

The determination of the best qualified and compliant tender shall be in the sole discretion of the Township of North Algona Wilberforce, which decision shall be final and not challengeable.

PART E General Conditions

1. Performance Evaluation

Failure to execute the contract in a competent manner may result in the bidder's disqualification from bidding on the Township's contracts for a period of five years (5).

2. Engineer, Authority, and Township

The terms: Corporation, Inspector, Engineer, and Authority shall be deemed to be the Township.

3. Omissions, Discrepancies, and Interpretations

Should a potential bidder find omissions from or discrepancies in any of the tender documents or be in doubt as to the meaning of any part of such documents, the potential bidder is required to contact the Township of North Algona Wilberforce, no later than five (5) days before the closing date. If the Township of North Algona Wilberforce considers that a correction, explanation, or interpretation is necessary or desirable, it will issue an addendum to all that have taken out tender documents.

4. Special Provisions

Special Provisions applicable to this tender are set out in Appendix "A" attached.

PART F Construction

Materials/Stockpiling

Granular particles must satisfy the requirements set out by the Public Works Superintendent and supported by a sieve analysis.

Where the tender includes application of granular materials, preference is given to tri-axle belly dump application although materials may be applied by dump-truck tailgate, providing care is taken to avoid segregation.

PART G Completion Date

The Contractor shall complete the listed work by **June 3, 2022**.

If the time limit above is not sufficient to permit completion by the Contractor working a normal number of hours, the Contractor shall make changes to permit the work to be completed by the above date.

Additional costs incurred shall be deemed to be included in the price bid for the works. If the work is not complete by the above date, or by an amended date allowed by an approved extension of time, then the Contractor agrees to pay the Township a sum of \$500.00 per calendar day, for each day's delay in finishing the work, as liquidated damages.

RFP Price Form

GRANULAR "A" GRAVEL – 3,300 Tonnes

ITEM DESCRIPTION	DELIVERY & APPLIED DESTINATION	QUANTITY IN TONNES	UNIT PRICE	TOTAL
Granite GRAN "A"	Gurlitz Rd	500 tonnes		
Granite GRAN. "A"	Wilkins Rd	500 tonnes		
Granite GRAN "A"	Mink Lake Rd	500 tonnes		
Granite GRAN "A"	Lemke Rd	500 tonnes		
Granite GRAN "A"	Woito Station Rd	1000 tonnes		

ITEM DESCRIPTION (Stockpile)	DELIVERY NAW YARD SHAW WOODS	QUANTITY IN TONNES	UNIT PRICE	TOTAL
General Purpose Granular "A"		300		

Optional: Prices for aggregate Materials/Tonne for Township Pickup

Pit Location	Bank/Quarry Material Specify Limestone/Granite	RIP/RAP \$/Tonne Picked Up	4" Minus \$/Tonne Picked Up	Gran "A" \$/Tonne Picked Up	Gran "M" \$/Tonne Picked Up

If more space is needed, please attach.

TOTAL RFP (not including "Optional" section) \$ _____ CDN

PRICE/TONNE SUPPLIED AND DELIVERED \$ _____ CDN

HST \$ _____ CDN

TOTAL RFP PRICE \$ _____ CDN

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Ron O'Neill
613.628.3341 – fax
613.639.5612 – cell
E-mail: publicworks@nalgonawil.com

Michelle Mantifel, Clerk-Treasurer
1091 Shaw Woods Road
Eganville, Ontario K0J 1T0
613.628.2080 – office
613.628.3341 – fax
clerk@nalgonawil.com

RFP CLOSING

RFP submissions can be made until March 30, 2022, at 12:00 p.m. (noon).

(a) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents, to:

Township of North Algona Wilberforce
1091 Shaw Woods Road
Eganville, Ontario K0J 1T0
613.628.2080

Please note that the successful RFP may not necessarily be the lowest submitted cost, but the one that provides the best long-term solution for the Township of North Algona Wilberforce.

Statement of Understanding

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location, and understands and accepts the said conditions and specifications, and for the prices set forth in this RFP, hereby offers to furnish all labour, equipment, and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

Attached to this RFP is a certified cheque, in the amount of 10% of the total RFP, made payable to the Township. The proceeds of this cheque shall, upon acceptance of the RFP, constitute a deposit which shall be forfeited to the Township, if the Contractor fails to complete the work in accordance with the RFP documents.

This offer shall be irrevocable for a period of thirty (30) calendar days following the date of RFP opening.

I/We (the Contractor) promise to perform the work without undue delay and complete the work by June 3, 2022.

SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this RFP PW2022-02 and I agree to abide by the terms and conditions contained herein.

Price Excluding HST \$ _____

HST \$ _____

Total RFP Amount \$ _____ CDN

Signature of Authorized Official
(I have the authority to bind the company)

Name

Company Name

Address

Date

Note that this RFP is not transferrable, and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.

PART I ACKNOWLEDGEMENT OF ADDENDUMS

I/We declare that I/We have carefully examined all addendums (as referenced in Section 2) and hereby acknowledge that these addendums are part and parcel of any contract to be let for all work described in this Request for Proposal document.

Addendum No. 1 _____	Addendum No. 4 _____
Addendum No. 2 _____	Addendum No. 5 _____
Addendum No. 3 _____	Addendum No. 6 _____

Check here if NO Addendum was received

Dated at the _____
(Insert City/Town and Province where document was signed)

This _____ day of _____ 20_____
(Insert date on which document was signed)

Signature(s) on behalf of Proponent _____
(Signature)

(Print signatory's name and title legibly beneath signature)

By signing I/We are representing that I/We have been duly authorized by the corporate Proponent to execute this proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied.

Signature of or for the individual proponent(s) _____

Signature of Witness _____
(An individual proponent's signature must be signed before a witness who must also sign here)

Signature of Proponent _____
(Or, where there is more than one individual proponent, one representative proponent):

Print witness' name legibly beneath signature

Print Proponent's name legibly beneath signature

By signing, I am representing that each individual Proponent (where is there is more than one) has authorized me to sign on all of our behalves, and we are all bound by this signature.

REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business, alternative references may be submitted.

Reference #1

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #2

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #3

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

PART II SIGNATURE

The proponent has carefully examined the proposal document in its entirety and will submit the price according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company Or Individual(s) forming the "Proponent"	
Street Address or P.O. Box #	
City and Province	
Postal Code	

Dated at the _____
(Insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(Insert date on which document was signed)

Signature of or for the individual proponent(s) _____

Signature of Witness _____
(An individual proponent's signature must be signed before a witness who must also sign here)

Signature of Proponent _____
(Or, where there is more than one individual proponent, one representative proponent)

Print witness' name legibly beneath signature

Print Proponent's name legibly beneath signature

By signing, I am representing that each individual (where there is more than one) Proponent has authorized me to sign on all our behalves, and we are all bound by this signature.

3. PROPONENT'S CHECKLIST

Completion of (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Certified Cheque

Signature Page

Bid Form

4. Unofficial Results Form X2

UNOFFICIAL RESULTS FORM RFP RESULTS

Project Name: _____

Closing Date and Time: _____

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CAO or Designate Signature: _____

The Township of North Algona Wilberforce is not responsible for any irregularities during the reading of information and will review and correct accordingly.

THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE

UNOFFICIAL RESULTS FORM
RFP RESULTS

Project Name: _____

Closing Date and Time: _____

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CAO or Designate Signature: _____

The Township of North Algona Wilberforce is not responsible for any irregularities during the reading of information and will review and correct accordingly.

THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE

6. Appendix A

Appendix 1010-C, November 2013

FOR USE IN MUNICIPAL CONTRACTS, WHEN REFERENCED IN THE CONTRACT DOCUMENTS

Note: This is a non-mandatory Additional Information Appendix intended to provide supplementary requirements for the OPS specification in a municipal contract, when the appendix is invoked by the Owner. It is written in mandatory language to permit invoking it by reference in the Contract Documents. If the appendix has not been invoked by reference in the Contract Documents, it does not apply.

Supplementary Requirements for Reduced Price Payment In Lieu of Aggregate Removal

When a tested sample of aggregates shows that the aggregates do not meet the requirements of this specification, the aggregates represented by the test result, including material in existing stockpiles or in the Work, shall not be accepted. The Contractor may request a reduced price in lieu of removal provided the applicable test results:

- a) Do not exceed the requirement for LS-614 by more than 25% of the specified value.
- b) Do not exceed the requirement for LS-618 by more than 10% of the specified value.
- c) Do not identify a plasticity index within the material when determined according to LS-703/704 and the requirement for LS-602 on the 75 μm is met.
- d) Meet all other requirements of this specification.

Irrespective of a reduced price payment, the warranty provisions of the Contract Documents shall apply.

Appendix 1010-D, November 2013

FOR USE IN MUNICIPAL CONTRACTS, WHEN REFERENCED IN THE CONTRACT DOCUMENTS

Note: This is a non-mandatory Additional Information Appendix intended to provide supplementary requirements for the OPS specification in a municipal contract, when the appendix is invoked by the Owner. It is written in mandatory language to permit invoking it by reference in the Contract Documents. If the appendix has not been invoked by reference in the Contract Documents, it does not apply.

**OPSS 1010 - Aggregate Test Data - Granulars
Physical Properties**

Contract No.:		Contractor:		Contract Location:	
Name of Testing Laboratory:			Telephone No.:		Fax No.:
Sampled by (Print Name):			Date Sampled (YY/MM/DD):		Date Tested (YY/MM/DD):
Granular Type:			Quantity (tonnes):		
Source Name/Location:			Aggregate Inventory Number (AIN):		

Laboratory Test and Number	Requirements								Test Results		
	A	B Type I	B Type II	B Type III	M	O	S	SSM	Reference Material	Sample	Meets Requirements (Y/N)
Crushed Particles, % minimum, LS-607	60	--	100	--	60	100	50	--			
Unconfined Freeze-Thaw, % maximum loss, LS-614	--	--	--	--	--	15	--	--			
2 or more Crushed Faces, % minimum, LS-617	--	--	--	--	--	85 (Note 1)	--	--			
Micro-Deval Abrasion, Coarse Aggregate % maximum loss, LS-618	25	30 (Note 2)	30	30 (Note 2)	25	21	25	30 (Note 2)			
Micro-Deval Abrasion, Fine Aggregate % maximum loss, LS-619	30	35	35	35	30	25	30	--			
Asphalt Coated Particles, % maximum, LS-621	30	30	0	30	30	0	30	0			
Amount of Contamination, LS-630	(Note 3)										
Plasticity Index, maximum, LS-703/704	0										
Determination of Permeability, k, LS-709	(Note 4)										

Notes:
 1. When Granular O is produced from boulders, cobbles, or gravel retained on the 50 mm sieve.
 2. The coarse aggregate Micro-Deval abrasion loss test requirement shall be waived if the material has more than 80% passing the 4.75 mm sieve.
 3. Granular A, B Type I, B Type III, or M may contain up to 15 percent by mass crushed glass or ceramic materials. Granular A, B Type III, M, O, and S shall not contain more than 1.0 percent by mass of wood, clay brick and/or gypsum and/or gypsum wall board or plaster. Granular B Type II and SSM shall not contain more than 0.1 percent by mass of wood.
 4. For materials north of the French/Mattawa Rivers only, the coefficient of permeability, k, shall be greater than 1.0×10^{-4} cm/s or field experience has demonstrated satisfactory performance. Prior data demonstrating compliance with this requirement for k, shall be acceptable provided that such testing has been done within 5 years of the material being used and field performance has continually been shown to be satisfactory.

I hereby certify that testing has been carried out by a properly qualified/certified test technician:

Issued by: _____
 PRINT NAME TESTING LABORATORY REPRESENTATIVE SIGNATURE DATE

Received by: _____
 PRINT NAME CONTRACT ADMINISTRATOR REPRESENTATIVE SIGNATURE DATE

Copies to: Contract Administrator Contractor

