



NORTH ALGONA WILBERFORCE TOWNSHIP

Tender NAW-2025-03 Supply & Apply Granular A

Project Name: Supply & Apply Granular A

Location: North Algona Wilberforce Township - Renfrew County

Tender Number: NAW-2025-03

Tender Number:	NAW-2025-03
Tender Closing Date:	April 16, 2025
Tender Closing Time:	2:00 p.m.
Open Time:	2:15 p.m.

Table of Contents

1. GENERAL INSTRUCTIONS	3
2. REGISTRATION FORM	4
PART A Tendering Procedures	5
PART B Tendering Requirements	5
PART C Basis of Rejection	5
Part D Acceptance	6
PART E General Conditions	7
PART F Construction	7
PART G Completion Date	7
Tender Price Form	8
TOWNSHIP CONTACTS AND ADMINISTRATION	9
Statement of Understanding	10
PART I ACKNOWLEDGEMENT OF ADDENDUMS	11
REFERENCES	12
PART II SIGNATURE	13
3. PROPONENT’S CHECKLIST	14
4. Unofficial Results Form X2	15
5. Tender Opening Attendance Form	17
6. Appendix “A”	

1. GENERAL INSTRUCTIONS

- a. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the Tender.
- 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 1091 Shaw Woods Road, Eganville, ON. at the time of closing or shortly thereafter, and on the date as specified in the Tender Documents.
- f. For Tender NAW-2025-03, the name of the proponent will be read aloud and recorded, and the total tender amount will be disclosed.
- 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.

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

Project Description:

To provide approximately 11000 tonnes of Granular 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 complete project is to be completed **on or before August 15, 2025.**

2. REGISTRATION FORM

Packages will be available for pick up in person, 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. North Algona Wilberforce Township 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 or by email to** publicworks@nalgonawil.com

PROJECT NAME	Tender NAW-2025-03 Supply and Apply Granular A
CLOSING DATE	April 16, 2025 @ 2:00 p.m.
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:

Adrian Tomasin, Public Works Superintendent
613.628.2080 x 206 OR publicworks@nalgona.wil.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 North Algona Wilberforce Township 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. Granular 'A' extraction must be from a valid licensed industrial pit or quarry. It is the responsibility of the bidder to ensure proper operations and licensing.
3. The production of the granular 'A' shall be in accordance with OPSS.MUNI 1010 (Nov 2013).
4. The Contractor will be responsible for providing the Public Works Superintendent or his representative with sieve analysis of the granular 'A' materials (grain size analysis report). The results of these tests shall be provided to the Public Works Superintendent or designate five (5) business days prior to placement of granular A materials.
5. Should the Public Works Superintendent or his representative deem it necessary, additional sieve analysis will be conducted on granular 'A' materials at the expense of the contractor.
6. All loads will be inspected and directed by the Township inspector without exception. An electronic copy of each trucks load, gross, tare and net load amounts must be provided to the Township Inspector prior to offloading.
7. The contractor is required to provide a minimum of five trucks, three of which must be belly dumps 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.
8. "Rain Days" will be permitted at the mutual agreement of the Township Inspector and the contractor; there will be no penalty for rain days. One working days will be added for each agreed upon "rain day" after the tender completion date.
9. All trucks and trailers used in this contract shall be deemed in good working condition by the Township Inspector.

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 April 16, 2025, at 2:00 p.m. (EST)
- (b) Include tender qualifications or other conditions not authorized by North Algona Wilberforce Township; or
- (c) Are in the determination of North Algona Wilberforce Township, incomplete.

Right to Accept or Reject

The tender which includes the lowest submitted cost will not necessarily be accepted. North Algona Wilberforce Township has the right to reject any and all tenders for any reason whatsoever. North Algona Wilberforce Township 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 North Algona Wilberforce Township of any tender or by reason of any delay in the acceptance of a tender. Tenders are subject to formal acceptance by North Algona Wilberforce Township and a formal contract being prepared and signed.

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

Part D Acceptance

Award of Tender

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

- (a) Award a contract to the potential bidder that North Algona Wilberforce Township, 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 North Algona Wilberforce Township, 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 North Algona Wilberforce Township, no later than five (5) days before the closing date. If North Algona Wilberforce Township 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 **Item 1. Marsh Road** in conjunction with pulverizing operations, an estimated start date will be provided 10 working days in advance. All other items listed shall be completed prior to **August 15, 2025**.

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.

Tender Price Form

GRANULAR “A” (GRAVEL) – 11300 Tonnes

ITEM 1. DESCRIPTION	DELIVERY & APPLIED DESTINATION	QUANTITY IN TONNES	UNIT PRICE	TOTAL
Quarry Granular “A”	Black Creek Road	4500 tonnes		
Quarry Granular “A”	Lemke Road	1500 tonnes		
Quarry Granular “A”	Marsh Road	5000 tonnes		

ITEM 2. DESCRIPTION (Stockpile)	DELIVERY WORKS YARD SHAW WOODS	QUANTITY IN TONNES	UNIT PRICE	TOTAL
General Purpose Granular “A”	1091 Shaw Woods Road	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 TENDER (Include all totals from Items 1 & 2) \$ _____ CDN

HST \$ _____ **CDN**

TOTAL TENDER PRICE \$ _____ **CDN**

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Adrian Tomasini

613.639.5612 – cell

E-mail: publicworks@nalgonawil.com

TENDER CLOSING

Tender submissions can be made until April 16, 2025, at 2:00 p.m.

(a) Package Submission Process

Tender packages shall be submitted in a closed and **sealed** envelope clearly marked with proponents' information and Tender name and number to:

North Algona Wilberforce Township

1091 Shaw Woods Road

Eganville, Ontario K0J 1T0

613.628.2080

Please note that the successful Tender may not necessarily be the lowest submitted bid.

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

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

I/We (the Contractor) promise to perform the work without undue delay and complete the work by August 15, 2025.

SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this Tender NAW-2025-03 and I agree to abide by the terms and conditions contained herein.

Price Excluding HST \$ _____

HST \$ _____

Total Tender Amount \$ _____ CDN

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

Name

Company Name

Address

Date

Note that this Tender 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 Tender.

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 behaves, 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

UNOFFICIAL RESULTS FORM TENDER RESULTS

Project Name: Tender NAW-2025-03 Supply and Apply of Granular A (gravel)

Closing Date and Time: April 16,2025 at 2:00 p.m.

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

CAO or Designate Signature: _____

North Algona Wilberforce Township 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
TENDER RESULTS

Project Name: Tender NAW-2025-03 Supply and Apply of Granular A (gravel)

Closing Date and Time: April 16, 2025, at 2:00 p.m.

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

CAO or Designate Signature: _____

North Algona Wilberforce Township 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***

5. Tender Opening Attendance Form

ATTENDANCE FORM – TENDER OPENING

Project Name: _____

Closing Date and Time: _____

Name (Print)	Title	Company	Signature