



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

**Town of Shelburne
Request for Quotation 03-2020
Painting of Fire Hydrants
Issued August 20, 2020
Closing: September 10, 2020**

Instructions to Bidders:

1. Town of Shelburne is seeking Requests for Quotations for priming and painting of Town owned fire hydrants at various locations in the Town of Shelburne. Quotations will be received until:

Closing 2:00 pm Thursday September 10, 2020

- The work will consist of surface preparation, priming and painting of all Town owned Fire hydrants.
 - Privately owned hydrants will not be included.
 - The unit bid price shall include all costs for the execution of the work, including supply of material, labour and equipment and any related transportation costs. (Schedule B)
 - Provide company details and Insurance documents on Proposal submission Form (Schedule B).
 - Provide Warranty and References (Schedule A)
 - Price quote must be valid for ninety (90) days.
2. Request for Quotation submissions must include Schedule A and B. Request for Quotations to be addressed by email to Carey Holmes, Treasurer at cholmes@shelburne.ca with the subject line clearly stating RFQ 03-2020 Submission.

- August 20, 2020**
September 8, 2020 (4:30 pm)
(questions & addendums (if any))
- Request for Proposal Issued
Deadline for emailed questions to Municipality from Interested Suppliers; Replies will be circulated to all Suppliers: Addendums (if necessary) will be the responsibility of the bidder to download from the town website at www.shelburne.ca or Merx.com
- September 10, 2020 (2:00 pm)** Closing date for Proposal Submissions
- September 14, 2020** The Municipality will award the Request for Proposal and notify the successful Contractor

3. Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. Copies are available on the Town's website: <https://www.shelburne.ca/en/town-hall/resources/Documents/Municipal-Procurement-Policy-2019.pdf>

This document is available in alternative format upon request.

4. Request for Quotation documents are available on the Town of Shelburne website as specified below, and any questions should be directed by email only to:

Jim Moss, Director of Development and Operations
Town of Shelburne
203 Main Street East,
Shelburne, Ontario L9V 3K7
Phone: 519-925-2600 x 227
Email: jmoss@shelburne.ca
Website: www.shelburne.ca

Responses and clarifications requests will be provided to all Contractors in writing (email). No clarification requests will be accepted by telephone.

PROPOSAL EVALUATION CRITERIA:

Proposals will be assessed on the information provided in the proposal. Evaluation will be based upon the following items:

- Price-30%
- Conformity to Specification-30%
- Experience of Personnel -20%
- References-10%
- Value added features or Options-10%

Note: Lowest or Any Proposal not necessarily accepted.

Instructions to Contractors

The Town of Shelburne has approximately 289 hydrants that require painting. Hydrant painting should be conducted during the time of mid-September finishing November 1, 2020, weather dependent. Special attention must be given to the paint manufacturers recommendation of temperature, humidity, and precipitation. Work will be conducted between 7 am - 7pm, Monday – Friday. Any change to the work hours will require written authorization.

The successful Contractor will be supplied with maps providing location and numbering of each hydrant to be painted. The contractor will supply a weekly schedule of work areas. Coordination of work schedules will ensure no interference with other Town projects such as hydrant flushing.

Rob Matthews, Utility Supervisor will supervise and direct all work and shall have the authority to reject all work or materials which do not comply with the Contract.

Site visits while conducting the estimates are encouraged, please contact Rob Matthews 519- 938-0124.

Confidentiality of Information

The successful Contractor shall not at any time during or after the completion of the process divulge any confidential information communicated or acquired by or disclosed by the Town. No such information shall be used by the Contractor on any other engagement without prior written agreement.

Indemnity

The Contractor shall indemnify and save harmless the Corporation of the Town of Shelburne from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Town by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

Terms and Conditions

1. All prices quoted must be in Canadian Dollars.
2. All Contractors shall provide a list on a separate sheet providing any features they will provide in addition to the basic specifications required for this bid.
3. The lowest or any Request for Quotations may not necessarily be accepted.
4. The Town of Shelburne reserves the right to negotiate and to refine the requirements where it is in their best interest to do so.
5. Contractor must meet all Federal and Provincial safety standards and laws currently in effect on the date of the submitted quote. All protective equipment shall be worn

- such as safety glasses, protective clothing, safety shoes, safety vests and other reflective clothing.
6. A Certificate of Clearance from the Workplace Safety and Insurance Board (WSIB) must be provided prior to the commencement of the project, providing adequate proof that all payment by the Contractor have been made
 7. Comprehensive General Liability Insurance with a minimum limit of liability of \$5,000,000.00 inclusive of any one occurrence. Comprehensive General Liability Insurance shall cover all operations and liability assumed under the Contract with the Town. The Comprehensive General Liability Insurance shall include premises and operations liability, Contractor's contingency liability with respect to the operations of Sub-contractors completed operations liability and automobile liability (owned, non-owned or hired units).
 8. The Contractor will begin the work once the quote has been rewarded. With the anticipated date of award of September 14, 2020, the anticipated start dated would be September 21, 2020. The Town reserves the right to cancel the Contract for all work not completed by the date of November 1, 2020.
 9. Any changes, errors, damages or mistakes made or caused by the Contractor or agent, either by carelessness or otherwise, must be rectified by the Contractor at their own expense.
 10. The Contractor shall be solely responsible for all loss, damages, costs and expenses with respect to any injury sustained to persons, property or infringement of rights that may occur by the Contractor, their employees or agents.
 11. Clean up of all debris resulting from the work must occur daily. No dumping on Town right of ways and Contractor will be responsible for clean up and any costs associated with the clean up.
 12. Inspections will occur by Town employee to review projects. If there are any issues, the Contractor will take the corrective action recommended by the appointed inspector prior to completion of all projects.
 13. All paint and solvent materials shall meet or exceed the Town's standards and must be delivered to each job site in the manufacturer's original containers with labels intact. All data sheets should be submitted to the Town. See Appendix A for recommended paint product.
 14. **Hydrant Surface Preparation:** All hydrant surfaces must be free of all grease, oil, flaky rust, loose paint and other foreign material that will impede proper finish. Prior to painting, existing paint shall be removed using an air compressor and needle gun attachment. The first coat should be applied within two hours of prepping. The Contractor is solely responsible for the quality of their work.
 15. **Painting:** The recommended paint product does not require a primer. If spray painting is utilized, an enclosure will be required to confine paint spray. Hand brushing is acceptable. A uniform finish is expected, with no paint runs, sags or wrinkles. The number of coats to be applied will follow the manufacturer's recommendations.
 16. A hydrant mapping document providing details of all hydrants, locations and numbering system will be provided to successful Contractor. Appendix A provides location on hydrant to apply numbering.

17. A final inspection will be arranged, and any corrected action shall be expected within 14 days.
18. Warranty period shall cover a period of two (2) years from the date of acceptance from the Town. Any resulting imperfections due to materials or workmanship are expected to be resolved by the Contractor.

Schedule A Warranty and Company profile:

1. Please state if your company offers a 2-year warranty on this type of work:

Yes No (circle one)

If yes, please explain warranty:

2. Provide references from previous municipal contracts:

a.

b.

3. Include additional information that your company would provide value added services to the Town of Shelburne:

4. Please state how long your company has provided Hydrant painting services?

Schedule B: Company Profile and Pricing

Company Name:	
Address:	
City, Province, Postal code	
HST Registration number:	
Contact:	
Phone:	
Email	

Insurance Company:	
Policy Number:	
Insurance Coverage:	
WSIB Clearance Certificate number	

Based upon 289 Hydrants

	Total in CDN
Surface Prep:	\$
Application of Paint:	\$
All Material, labour, gas and travel expenses	\$
Misc.	\$
Subtotal:	
HST:	
Grand total:	

All prices shall be provided in Canadian dollars. Submissions are to remain firm for acceptance for a period of ninety (90) days from date of bid closing.

There will be no claim for increase of rates or prices submitted and accepted by the Municipality by signature of signing officer, blanket contract, agreement, etc for the term unless specifically addressed in this request.

Errors and Irregularities shall be in accordance with Schedule C of Municipal Procurement Policy 2019-05.

<https://www.shelburne.ca/en/town-hall/resources/Documents/Municipal-Procurement-Policy->

Signature of Authorized Person: _____

Print Name _____

Title: _____

Signature of Witness: _____

Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFQ/Contract.

Failure to sign submission will result in a rejection of the proposal.

Appendix A: Paint Specifications

- 1. Barrel colour shall be John Deere Brilliant 635-520 Brand name Sico paint, Corrostop
- 2. Pumper Cap (4") shall be painted Noir Brilliant 635-180
- 3. Numbering to correspond to the Hydrant number assigned by Town (see Hydrant mapping book

