



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

**Town of Shelburne
Request for Quotation 02-2020
Sidewalk Replacement
Issued August 7, 2020
Closing: August 27, 2020**

Instructions to Bidders:

1. Request for Quotations for sidewalk removal and replacements at various locations in the Town of Shelburne. Quotations will be received until:

Closing 2:00 pm Thursday August 27, 2020

- Please indicate price per lineal meter with the width of 1.5 meters unless stated and HST respectively (Schedule A)
 - Please specify all applicable warranties (Schedule B)
 - Please include available start and completion dates including expected total number of working days (Schedule A)
 - Provide company details and Insurance documents on Proposal submission Form (Schedule C)
 - Price quote must be valid for ninety (90) days
2. Request for Quotation submissions must include Schedule A, B and C provided Request for Quotations to be addressed by email to Carey Holmes, Treasurer at cholmes@shelburne.ca with the subject line clearly stating RFQ 02-2020 Submission.

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|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 7, 2020 | Request for Proposal Issued |
| August 21, 2020
<i>(questions & addendums
if any))</i> | 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 Shelburne.com or Merx.com |
| August 27, 2020 (2:00 pm)
September 1, 2020 | Closing date for Proposal Submissions
The Municipality will award the Request for Proposal and notify the successful Proponent |

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 at the Town of Shelburne office and 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 proponents in writing. No clarification requests will be accepted by telephone.

Instructions to Contractors

The Town of Shelburne invites quotation for the replacement and removal of existing damaged sidewalks throughout the Town. The scope of the rehabilitation work is listed in detail on Schedule A including site maps. All labour, materials, delivery costs, and related traffic control must be stated clearly on Schedule A.

Site visits while conducting the estimates are encouraged, please contact Brad MacDonald, Public Works Supervisor at 519-939-1342.

The following are sidewalk locations to be replaced:

Road Name	From Name	To Name	Side of Road	Number of Panels
Andrew Street	Dufferin Street	End	North	17
Main Street East	Centennial Road	Dufferin County Road 124	North	1
Gracie St.	Cedar St.	Willow St.	South	3
Canfield Place	Pathway	Park Avenue	West	66.7 m (length) + Aprons (3.3 m each)
Owen Sound Street	End	Fourth Avenue	West	16

Confidentiality of Information

The successful Proponent 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 proponent on any other engagement without prior written agreement.

Indemnity

The Proponent 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 Proponent, 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.

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 Proponent 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, Proponent'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 1, 2020, the anticipated start dated would be September 14, 2020. The Town reserves the right to cancel the Contract for all work not completed by the date of October 31, 2020.
9. 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.
10. 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.
11. 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.

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.

Schedule A: Pricing for Concrete Sidewalk Replacements:

- 1. Andrew Street – From Dufferin Street – End: Concrete sidewalk to be replaced for a span of approximately 17 panels See mapping 1b**

Removal of Existing Sidewalk (\$ per/lineal metre)	\$ /m
Cost to replace w/ Concrete (\$ per /lineal meter) Thickness _____	\$ /m
Supply, place and compact granular material	\$
Concrete curb and gutter (\$ per lineal metre)	\$ /m
Miscellaneous _____	
Total	

- 2. Gracie Street – From Cedar Street – Willow Street: Concrete sidewalk to be replaced for a span of approximately 3 panel See mapping 2b**

Removal of Existing Sidewalk (\$ per/lineal metre)	\$ /m
Cost to replace w/ Concrete (\$ per /lineal meter) Thickness _____	\$ /m
Supply, place and compact granular material	\$
Concrete curb and gutter (\$ per lineal metre)	\$ /m
Miscellaneous _____	
Total	

- 3. Main Street East- From Centennial Road-Dufferin County Road 124: Concrete sidewalk to be replaced for a span of approximately 1 panel See mapping 3b**

Removal of Existing Sidewalk (\$ per/lineal metre)	\$ /m
Cost to replace w/ Concrete (\$ per /lineal meter) Thickness _____	\$ /m
Supply, place and compact granular material	\$
Concrete curb and gutter (\$ per lineal metre)	\$ /m
Miscellaneous _____	
Total	

- 4. Canfield Pathway Park Avenue- Canfield Place: Concrete walkway to be replaced in stages with coordination of fence replacement (separate contractor). Walkway length is approximately 66.7 metres with aprons on each end approximately 3.3 m each See Mapping 4b**

Removal of Existing Sidewalk (\$ per/lineal metre)	\$ /m
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Cost to replace w/ Concrete (\$ per /lineal meter) Thickness _____	\$ /m
Supply, place and compact granular material	\$
Concrete curb and gutter (\$ per lineal metre)	\$ /m
Miscellaneous _____	
Total	

5. Owen Sound St. From End-Fourth Avenue: Concrete sidewalk to be replaced for a span of approximately 62 metres See mapping 6b

Removal of Existing Sidewalk (\$ per/lineal metre)	\$ /m
Cost to replace w/ Concrete (\$ per /lineal meter) Thickness _____	\$ /m
Supply, place and compact granular material	\$
Concrete curb and gutter (\$ per lineal metre)	\$ /m
Miscellaneous _____	
Total:	

Totals all projects

Site number	Total in CDN
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
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.

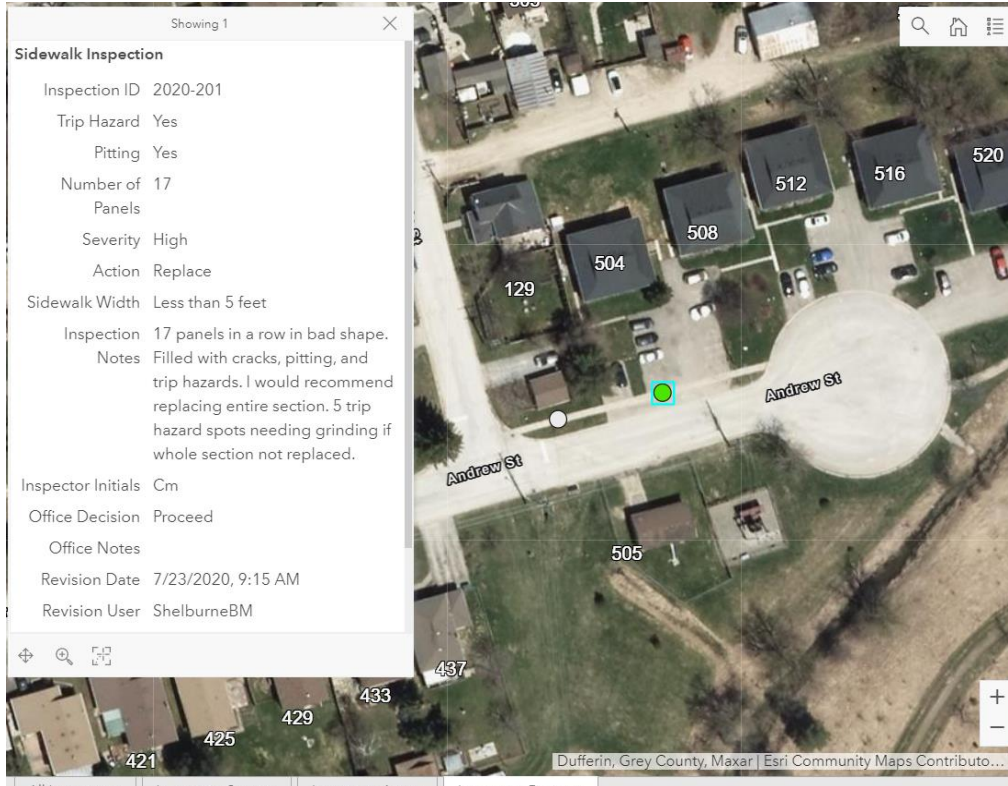
Errors and Irregularities shall be in accordance with Schedule C of Municipal Procurement Policy 2019-05.

<https://www.shelburne.ca/en/town->

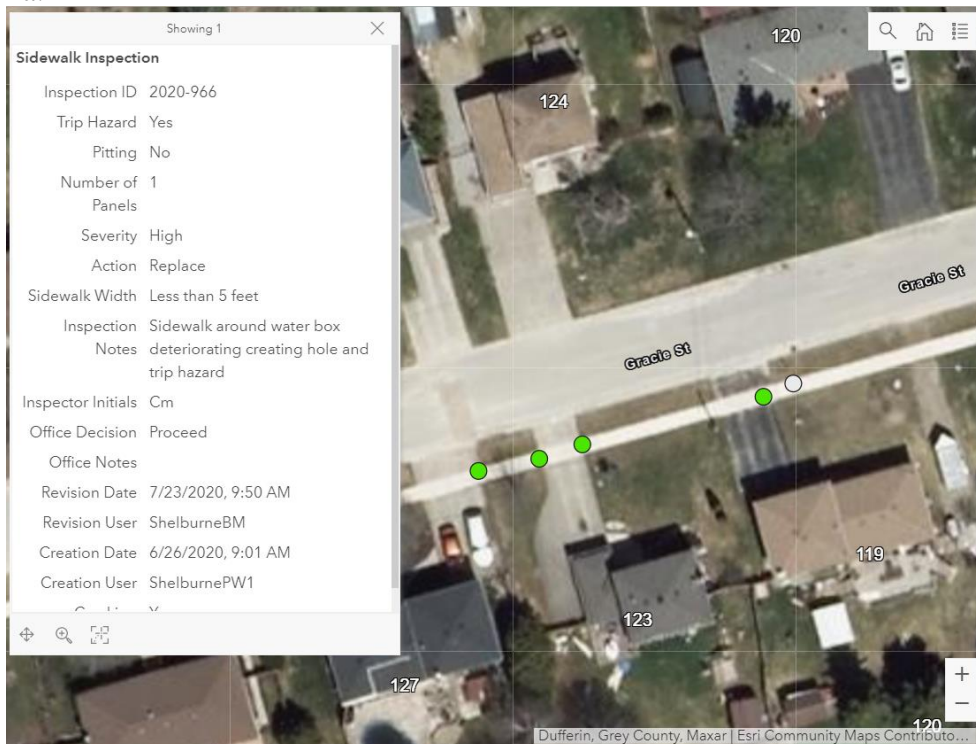
[hall/resources/Documents/Municipal-Procurement-Policy-](https://www.shelburne.ca/en/town-hall/resources/Documents/Municipal-Procurement-Policy-)

Mapping of Projects:

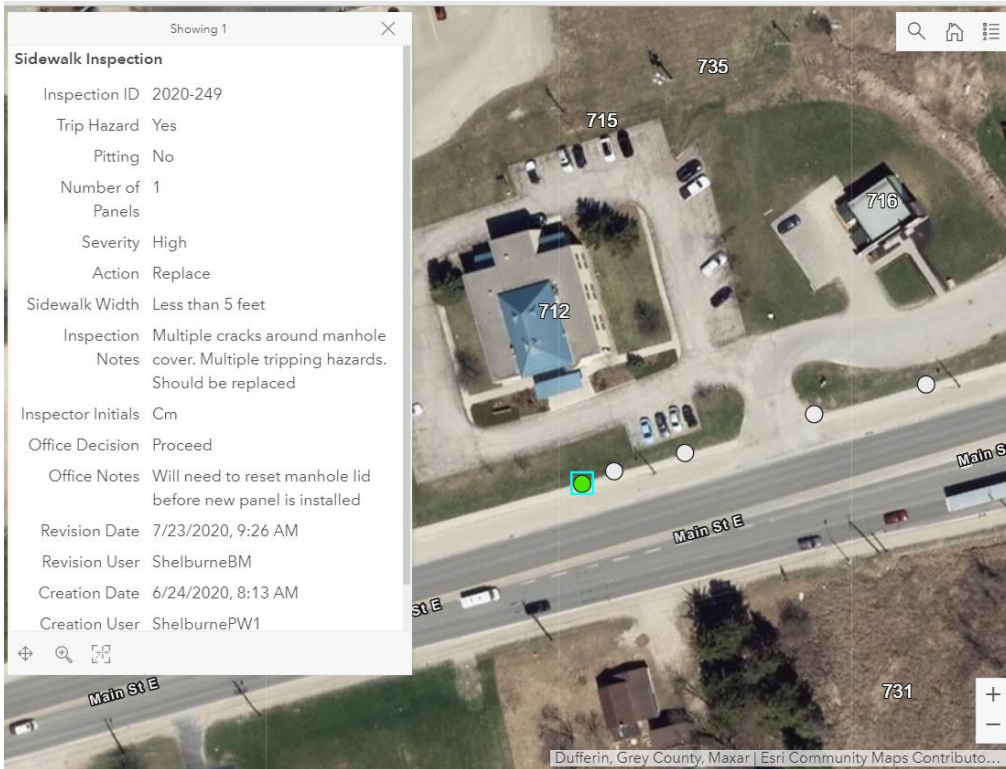
1.a



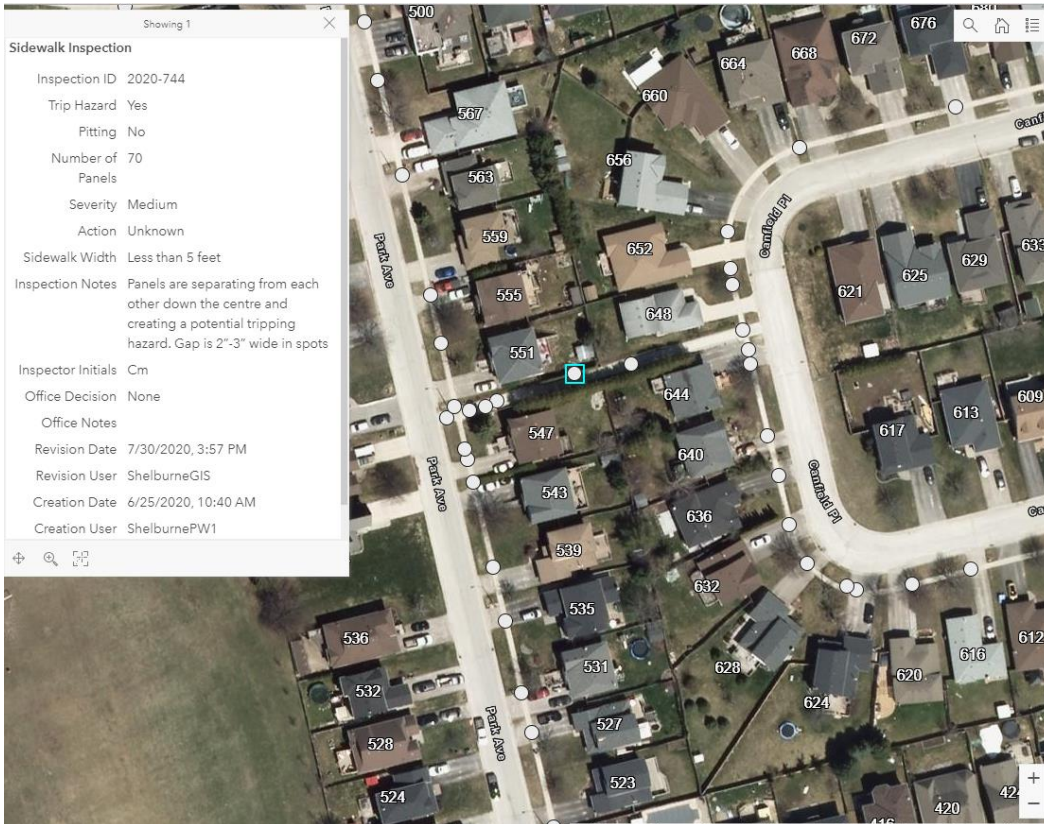
2a:



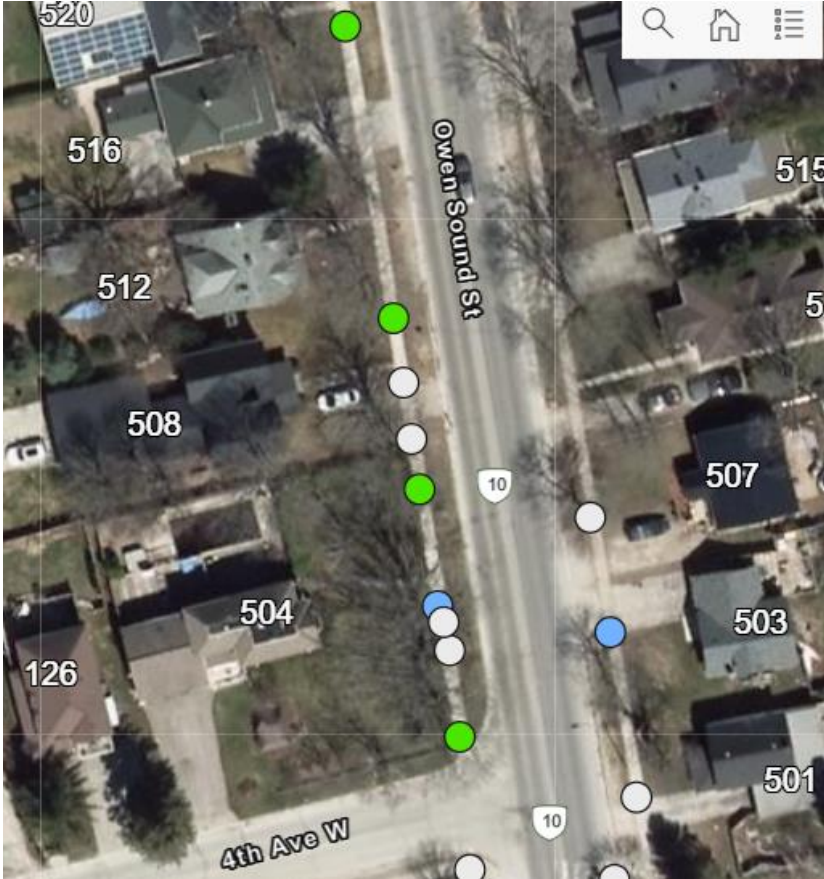
3a



4a



5a



Schedule B Warranty and Company profile:

1. Please state if your company offers a 1-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 sidewalk replacements?

Schedule C:

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

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

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.