



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

**Town of Shelburne  
Request for Quotation 02-2021  
Supply of Winter Sand  
Issued September 23, 2021  
Closing: October 7, 2021**

**Instructions to Bidders:**

1. Request for Quotations for the supply of Winter Sand including hauling, blending and placing of approximately 1,300 tonne to Shelburne Public Works Sand Shed located at 124 Luxton Way. Blending the sand with salt (Town supplied) prior to the placement in shed using a stacker.

**Closing 2:00 pm Thursday, October 7, 2021**

- Please indicate the cost per tonne; hauled, mixed, stacked and placed (Schedule A)
- Please include available date work will be carried out (Schedule A)
- Provide company details and Insurance documents (Schedule A)
- Price quote must be valid for ninety (90) days

2. Request for Quotation submissions must include Schedule A provided Request for Quotations to be addressed by email to Carey Holmes, Treasurer at [cholmes@shelburne.ca](mailto:cholmes@shelburne.ca) with the subject line clearly stating RFQ 02-2021 Submission.

**September 23, 2021**  
**October 1, 2021 (4:00 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 Shelburne.com or Merx.com

**October 7, 2021 (2:00 pm)**  
**October 11, 2021**

Closing date for Proposal Submissions  
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 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](mailto:jmoss@shelburne.ca)  
Website: [www.shelburne.ca](http://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 quotations for the supply of Winter Maintenance Sand and will schedule the works with the successful bidder October 11, 2021. A test sample will be expected, and acceptance of the sample will influence final award. Arrangements to accept the sample should be directed to Brad MacDonald: 519-939-1342.

### **Trucking**

It is the contractor's responsibility to ensure that weighing equipment is properly calibrated. Payment shall be made by the metric tonne for screened sand only. Sand will be trucked by the contractor's trucks (tandem, triaxle or trailers are permitted) to 124 Luxton Way, Public Works Yard and placed in the sand storage building.

### **Salt and Sand Mixing**

The Town of Shelburne will supply the bulk coarse salt which will be available on site. The mixing will require an 8% salt ratio.

## **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. With the anticipated date of award of October 7, 2021, the anticipated delivery date will be October 18, 2021.
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 will be required. No dumping on Town right of ways and Contractor will be responsible for clean up and any costs associated with the clean up.
11. Sample is required to ensure quality before delivery is scheduled. To arrange a sample to be viewed please contact Brad MacDonald: 519-939-1342

**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: Contractor Information:**

Company Name:	
Address:	
City, Province, Postal code	
HST Registration number:	
Contact:	
Phone:	
Email	
Insurance Company:	
Policy Number:	
Insurance Coverage:	
WSIB Clearance Certificate number	

**Pricing for Screening, Hauling, Stacking & Blending Winter Sand**

DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Truck approximately 1300 tonne of winter sand to 124 Luxton Way	1,300 tonne	T		
Mix and stock pile Winter sand with 8% salt. Mixed material will be stacked into covered storage	1,300 tonne	T		
Date of Delivery:			Subtotal:	
			HST (13%)	
			Total:	

**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.*