REQUEST FOR QUOTATION 02-2023

Chain Link Fence at Hyland Park

Issued: April 17, 2023

Deadline for Submissions: May 08, 2023

The Corporation of the Town of Shelburne

203 Main Street East | Shelburne, ON L9V3K7

Phone:519-925-2600 | Fax:519-925-6134 | Email: treasurer@shelburne.ca

SCOPE OF WORK

The Town of Shelburne invites quotations for the installation of a 5ft x 720ft galvanized chain link fence at Hyland Park.

The fence line required must be a 5ft x 720ft galvanized chain link fence. The fence will be installed on the west side of the park with one entrance at the north end of the fence line. The entrance must be constructed in a way to prevent dirt bikes, ATVs and UTVs from entering the park.

Hyland Park is located at 340 Gordon Street, Shelburne, Ontario. Mapping of the proposed fence line is provided in Appendix A.

Specifications

- 5ft tall, 720ft long galvanized knuckle/knuckle chain link fence 2”x9 gauge mesh size.
- 3 1/2” diameter Terminal Post with 12” post footing diameter and 48” post footing depth.
- 2 3/8” diameter Line Post with 10” post footing diameter and 48” post footing depth.
- Top fence rail 1 11/16” diameter Top Rail.
- Middle fence brace with 1 11/16” diameter pole.
- Line post spacing 120” maximum.
- Bottom of fence has a smooth Tension Wire.
- Tie wire spacing is every 24” on rails and bracing.
- Entrance must be offset to limit access for dirt bikes, ATV, and UTVs entering the park.

Mobilization

- Construction fencing setup around perimeter for equipment parked overnight with signage.
- Fourteen (14) days’ notice before start of construction and mobilization.

Demobilization

- Construction fencing, equipment and any other materials leftover from the project must be removed two (2) days after completion of the fence.

TIMELINE

April 17, 2023	Request for Quotation Issued.
May 01, 2023 (4:30 pm) *(questions & addendums (if any))*	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.ca or Merx.com.
May 08, 2023 (3:00 pm)	Closing date for Quotation Submissions.
May 10, 2023	The Municipality will award the Request for Quotation and notify the successful Contractor.

QUESTION PERIOD

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:

Will Thomson

Manager of Operations, Parks and Facilities

Town of Shelburne

Email: wthomson@shelburne.ca

Deadline for emailed questions will be May 01, 2023, at 4:30pm. Responses and clarifications requests will be provided to all proponents in writing. No clarification requests will be accepted by telephone.

SUBMISSION

Request for Quotations to be addressed by email to Carey Holmes, Treasurer at treasurer@shelburne.ca with the subject line clearly stating RFQ 02-2023 Submission.

Request for Proposal submissions must include:

- Completed in full Request for Proposal Form (Schedule A) by date and time specified – May 08, 2023 – 3:00 pm EST.
- Completed in full Pricing Form (Schedule B) signed by Proponent with the cost and number of days work will be carried out.

- Price quote must be valid for one hundred and eighty (180) days.
- Company Profile including Certifications and Accreditations along with relevant experience.
- References of similar projects from previous/existing Vendors.
- Copy of Contractor's current Insurance Certificates and WSIB Clearance Certificate.

Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. A copy of the Procurement Policy is 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.

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 - 20%
- Experience of Personnel - 30%
- References - 10%
- Value added features or Options - 10%

Note: Lowest or Any Proposal not necessarily accepted.

Please Be Advised

Proposals that are incomplete, conditional, illegible, or obscure or that contain additions not called for, reservations, erasures, alterations, or irregularities of any kind, may be rejected as informal. Bidders are required to fill in all the blanks.

A Proponent may, without prejudice to himself, withdraw his tender at any time up to twenty-four (24) hours before the time set for the closing of the tender. Such a withdrawal shall be made in writing and be received by the Town within the specified time. The Proponent who has withdrawn their proposal may submit a new Proposal but must be received by the Town on or before the closing date and time. After closing, the Proposals are final and binding on the Proponent.

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 May 10th, 2023, the anticipated completion date will be by the end of June 2023.
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.

SCHEDULE A: CONTRACTOR INFORMATION

Company Name:
Address:
City, Province, Postal Code:
Contact Representative:
Phone:
Email:
HST Registration Number:
Insurance Company:
Insurance 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.

SCHEDULE B: PRICING FOR INSTALLATION OF GALVINZED CHAIN LINK FENCE AT HYLAND PARK

DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Chain link fence		**Linear ft**		
3 1/2" diameter post		**Per Unit**		
2 3/8" diameter post		**Per Unit**		
1 11/16" diameter top rail and middle brace rail		**Per Unit**		
Other:				
Working Days:			**Subtotal:**	
			HST (13%)	
			Total:	

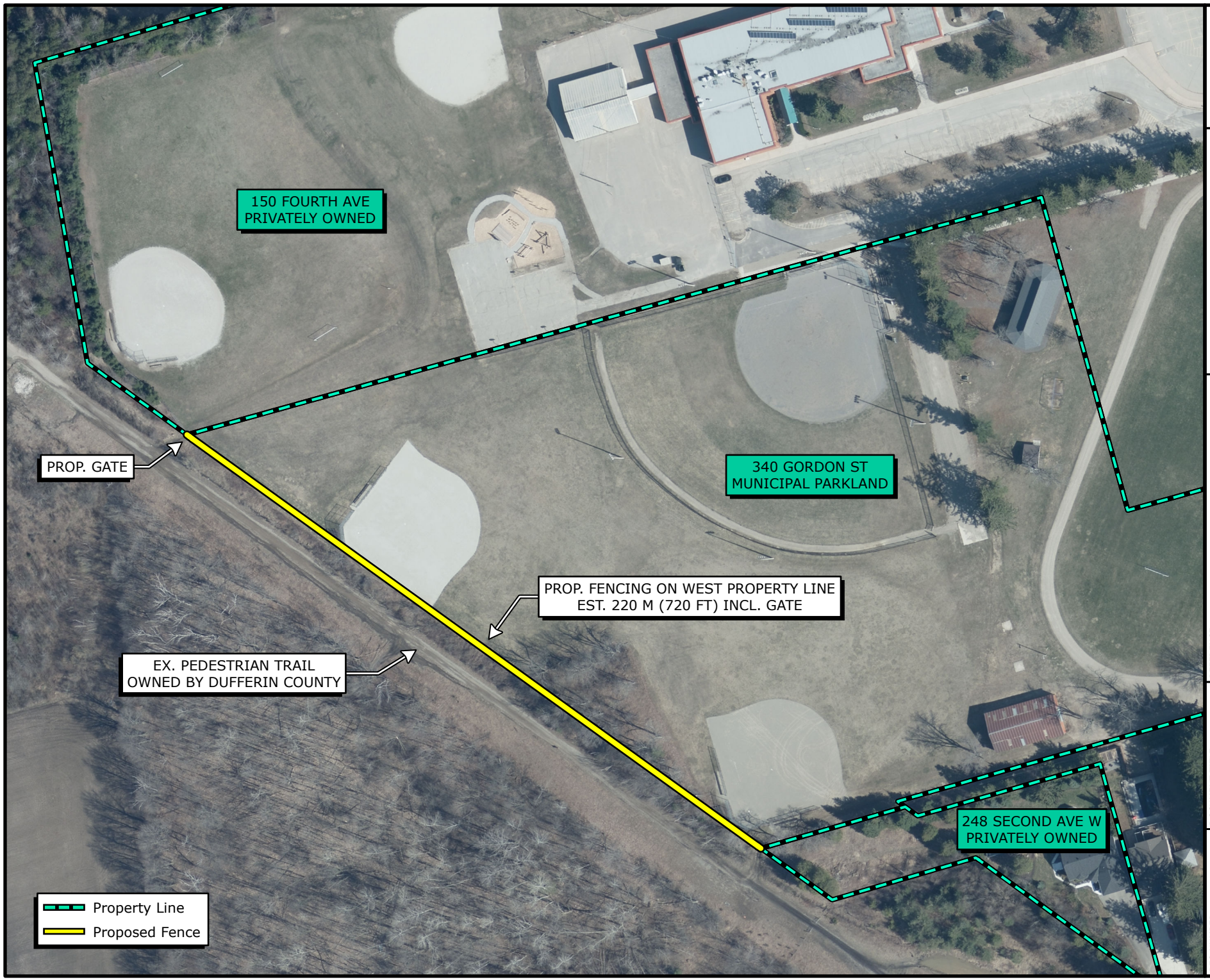
Signature of Authorized Person: _____

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.



PROJECT: 2022-013

VERSION: 02

DATE: 03-29-2023

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

0 25 50
Meters

REFERENCE

N W E S

DOCUMENT TITLE
Appendix A
Proposed Fencing

RFQ NUMBER
02-2023

PLEASE NOTE: This document is for visualization purposes only. It may not be used beyond its intended function or redistributed in any format. For more information, please contact the Town of Shelburne Municipal Office located at 203 Main Street East in Shelburne, Ontario.