

REQUEST FOR QUOTATION 04-2023

Sidewalk Replacements

Issued: August 14, 2023

Deadline for Submissions: September 07, 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



GENERAL DESCRIPTION

The Town of Shelburne invites quotation for the removal and replacement of existing damaged sidewalks throughout the Town. The scope of the rehabilitation work is listed in detail on Schedule A. All labour, materials, delivery costs, and related traffic control must be stated clearly on Schedule A. Quotations will be received until **3:00 pm, September 07, 2023**.

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

SUBMISSION

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 treasurer@shelburne.ca with the subject line clearly stating RFQ 04-2023 Submission.

- Please indicate price per lineal meter with the width of 1.5 meters unless stated and HST respectively (Schedule A)
- Please include available start and completion dates including expected total number of working days (Schedule A)
- Please specify all applicable warranties, references and added features (Schedule B)
- Provide company details and Insurance documents (Schedule C)
- Price quote must be valid for ninety (90) days

QUOTATION EVALUATION CRITERIA:

Quotation will be assessed on the information provided in the submission. 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 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 The Proponent who has withdrawn their Proposal may submit a new Proposal but must be received by the Town on or before the closing date and time.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.

Procurement Policy

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.

TIMELINE

August 14, 2023	Request for Quotation Issued.
August 30, 2023 (4:30pm) (questions & addendums (if any))	Deadline for emailed questions to the Municipality (jkaske@shelburne.ca) 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.
September 07, 2023 (3:00pm)	Closing date for Quotation Submissions.
September 11, 2023	The Municipality will award the Request for Quotation and notify the successful Proponent.



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:

Jamie Kaske, Municipal Operations, Parks and Facilities Clerk

Town of Shelburne
203 Main Street East,
Shelburne, Ontario L9V 3K7

Email: jkaske@shelburne.ca

Website: www.shelburne.ca

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

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 Proponents 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. Proponents 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 Proponent will begin the work once the quote has been rewarded. With the anticipated date of award of September 11, 2023, the anticipated start date would be September 18, 2023. The Town reserves the right to cancel the Contract for all work not completed by the date of November 11, 2023.
9. The Proponent 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 Proponent, 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 Proponent will be responsible for clean-up and any costs associated with the clean-up.
11. Inspections will occur by Town employees to review projects. If there are any issues, the Proponent will take the corrective action recommended by the appointed inspector prior to completion of all projects.



SCHEDULE A: PRICING FOR CONCRETE SIDEWALK REPLACEMENTS

SITE 1: 221 FIRST AVE EAST

First Ave East from William Street to James Street

3 Panels on the South side of Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$
Curing Additives Required or Extra Work	\$
Working Days	TOTAL



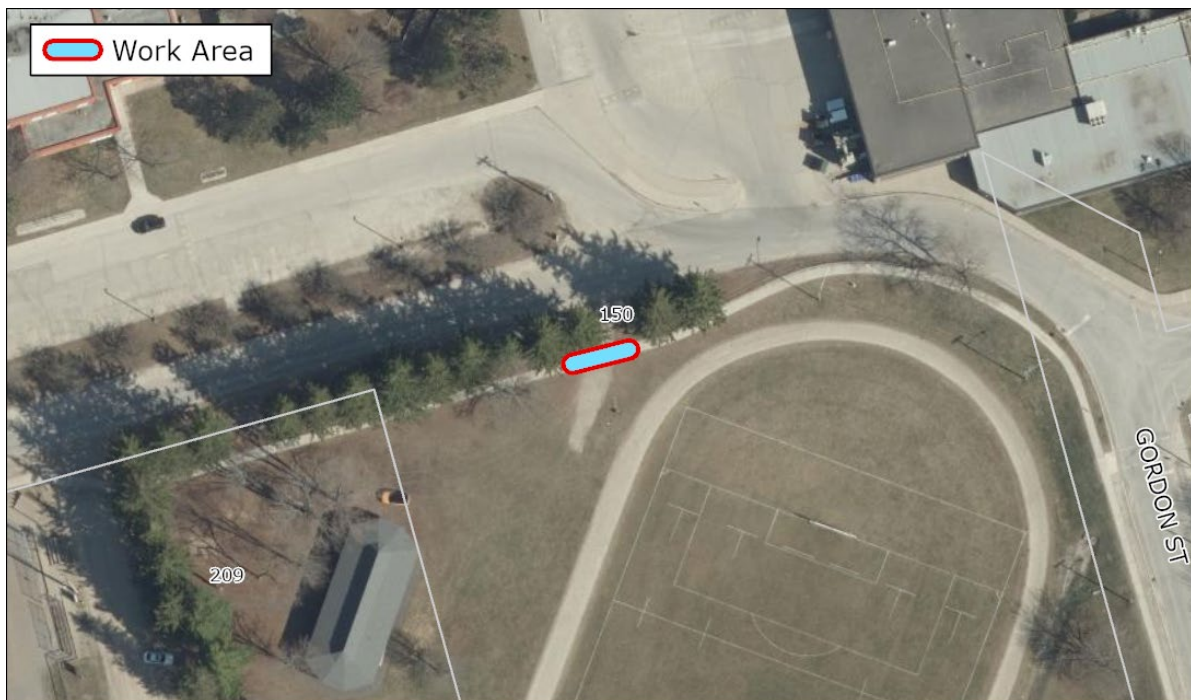


SITE 2: 150 FOURTH AVE

Fourth Avenue from End to Gordon Street

2 Panels on the South side of the Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$	
Curing Additives Required or Extra Work	\$	
Working Days	TOTAL	



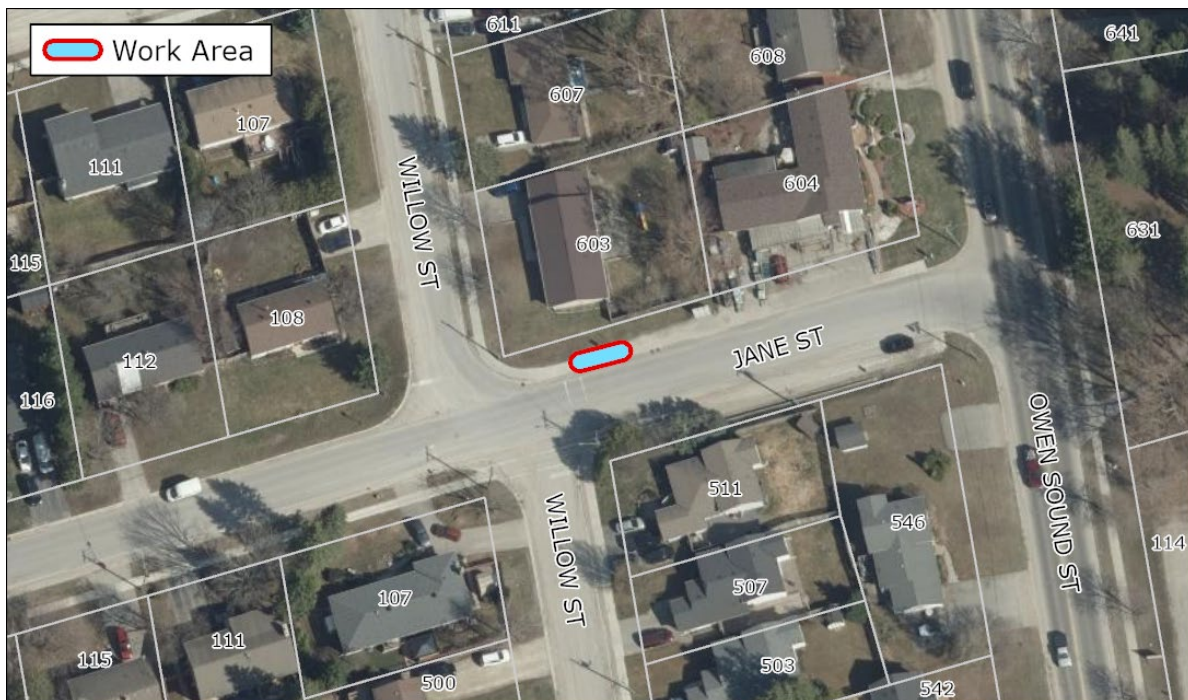


SITE 3: 603 WILLOW STREET

Jane Street from Willow Street to Owen Sound Street

3 Panels on the North side of the Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$	
Curing Additives Required or Extra Work	\$	
Working Days	TOTAL	



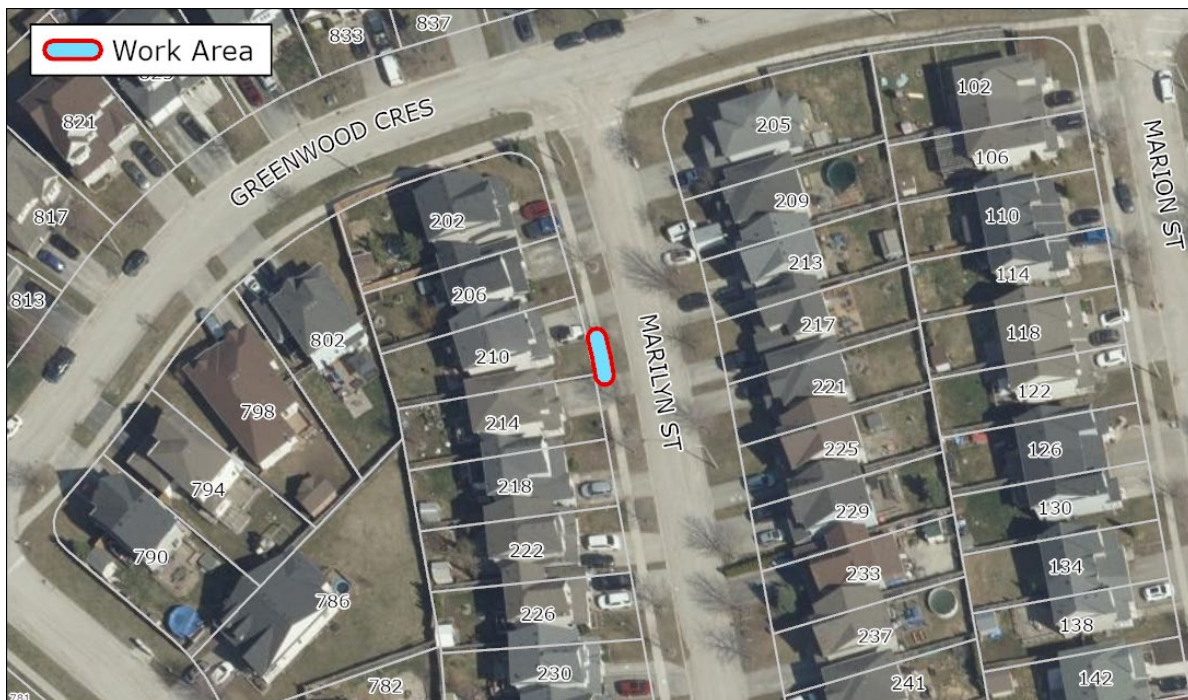


SITE 4: 210 & 214 MARILYN STREET

Marilyn Street from Greenwood Crescent to Berry Street

3 Panels on the West side of the Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$	
Curing Additives Required or Extra Work	\$	
Working Days	TOTAL	



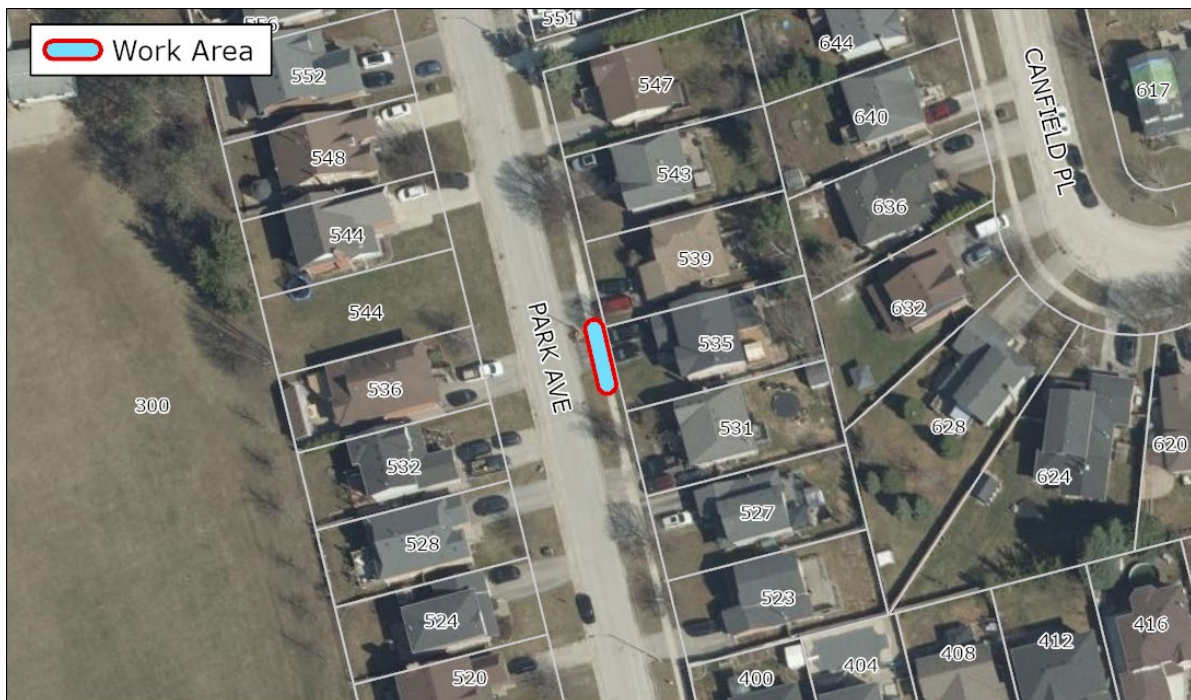


SITE 5: 535 PARK AVE

Park Ave from Fiddle Park Lane to Olde Village Lane

5 Panels on the East side of the Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$	
Curing Additives Required or Extra Work	\$	
Working Days	TOTAL	\$



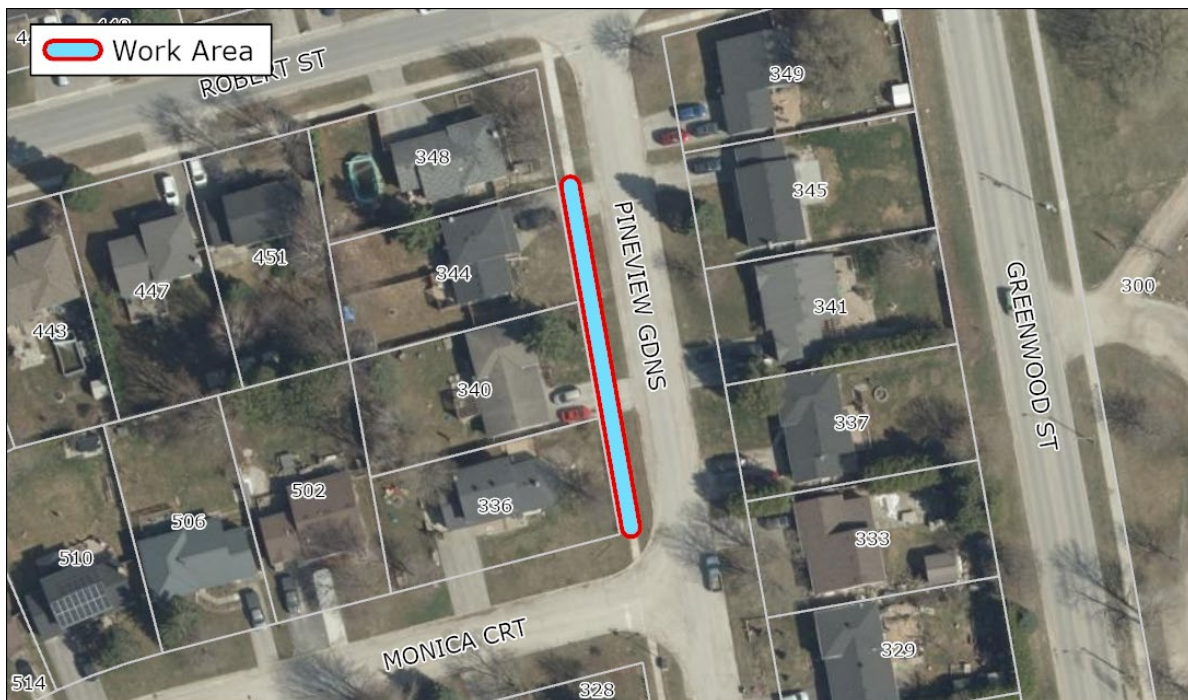


SITE 6: 336 & 344 PINEVIEW GARDENS

Pineview Gardens from Robert Street to Monica Court

26 Panels on the West side of the Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$	
Curing Additives Required or Extra Work	\$	
Working Days	TOTAL	\$



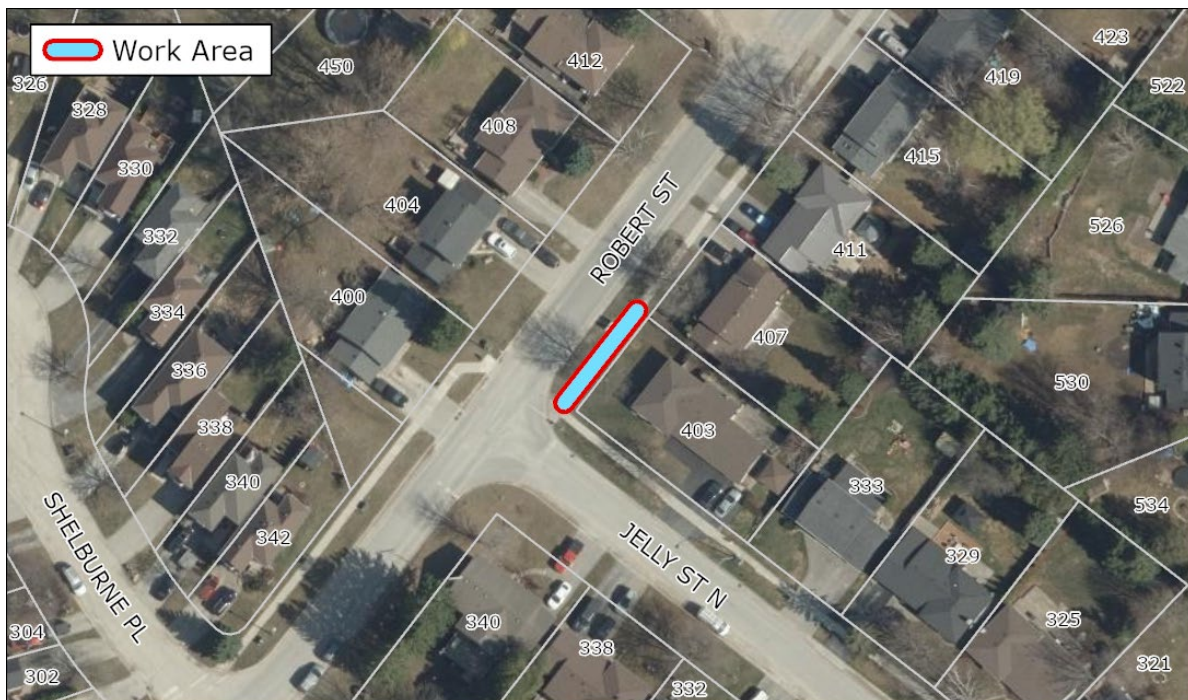


SITE 7: 403 ROBERT STREET

Robert Street from Jelly Street North to Sandhill Court

17 Panels on the South side of the Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$	
Curing Additives Required or Extra Work	\$	
Working Days	TOTAL	\$





SITE 8: 415 ROBERT STREET

Robert Street from Jelly Street North to Sandhill Court

11 Panels on the South side of the Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$	
Curing Additives Required or Extra Work	\$	
Working Days	TOTAL	\$



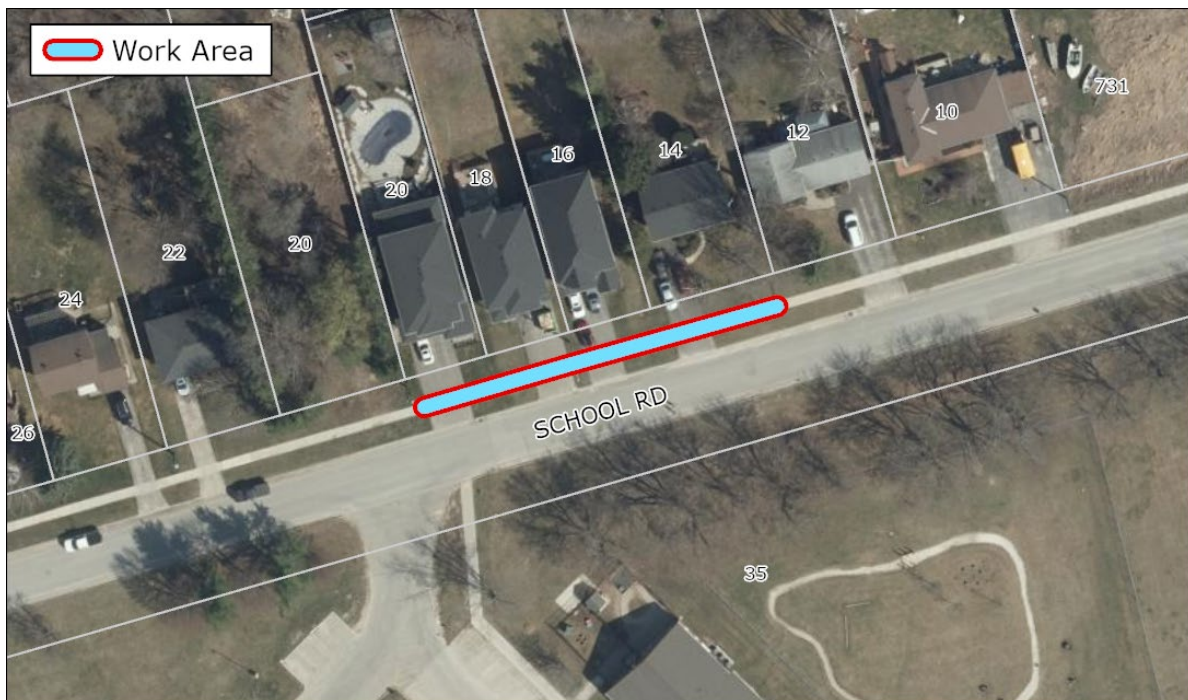


SITE 9: 14 – 20 SCHOOL ROAD

School Road from Simon Street to Second Line

15 Panels on the North side of the Road

Removal and Disposal 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
Landscape repair (topsoil and seed)	\$	
Curing Additives Required or Extra Work	\$	
Working Days	TOTAL	\$





TOTAL COST CHART

Site Number	Total in CDN
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
Subtotal:	\$
HST:	\$
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-2019.pdf>.



SCHEDULE B: WARRANTY AND COMPANY PROFILE

<p>Please state if your company offers a 1-year warranty on this type of work (Circle One):</p> <p>If yes, please explain warranty:</p>	<p>Yes</p>	<p>No</p>
<p>Provide references from previous municipal contracts:</p>		
<p>1.</p>		
<p>2.</p>		
<p>3.</p>		
<p>Include additional information that your company would provide value added services to the Town of Shelburne:</p>		
<p>Please state how long your company has provided sidewalk replacements?</p>		



SCHEDULE C: PROPONENT INFORMATION

Company Name:
Contact Representative:
Address:
City, Province, Postal code:
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 quotation.