

REQUEST FOR QUOTATION 01-2023

Pathway at Greenwood Park

Issued: March 07, 2023

Deadline for Submissions: March 28, 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 quotations for installation of a pathway at Greenwood Park. The pathway will lead users of the park from the park washroom to the newly installed splash pad. The pathway will be within the minimum requirements of the Accessibility Ontarians Disability Act (AODA) with an asphalted surface.

Greenwood Park is located at 355 Greenwood Street, Shelburne, Ontario. Mapping of the proposed pathway is provided in Appendix 1.

SCOPE OF WORK

The Town of Shelburne requires a pathway to be installed at Greenwood Park from the existing park washrooms to the new splash pad. The pathway will have to meet all requirements under the Accessibility Ontarians Disability Act (AODA).

Specifications

- Excavate 375mm deep with removal of all material off site.
- Supply and install 300mm of Granular “A” stone.
- Pathway must be a minimum of 1500mm wide and approximately 90 metres long.
- Fine grade and compact the granular stone base.
- Supply and install 75mm of HL3 Top Course Asphalt with proper compaction.
- Pathway must have appropriate run off and drainage.
- Restoration of grass along pathway and any damage done to the park during the construction.

Mobilization

- Construction fencing setup around perimeter of pathway as well for equipment parked overnight with signage.
- Seven (7) 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 pathway.



TIMELINE

March 7, 2023	Request for Quotation Issued.
March 21, 2023 (4:30 pm) <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.ca or Merx.com.
March 28, 2023 (3:00 pm)	Closing date for Quotation Submissions.
March 31, 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 March 21, 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 Quotation submissions must include Schedule A and B provided. Request for Quotations to be addressed by email to Carey Holmes, Treasurer at treasurer@shelburne.ca with the subject line clearly stating RFQ 01-2023 Submission.

- Provide company details and Insurance documents (Schedule A).
- Please indicate the cost of the project (Schedule B).
- Please include number of days work will be carried out (Schedule B).
- Price quote must be valid for one hundred and eighty (180) days.



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.

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 March 31, 2023, the anticipated completion date will be end of July 2023 with the completion of the splash pad.
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 PATHWAY AT GREENWOOD PARK

DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Surface Preparation:				
Mobilization: Fencing, Silt fencing		Footage		
Granular "A" Stone		Cubic Metre		
Asphalt HL3		Cubic Metre		
Other:				
Working Days:			Subtotal:	
			HST (13%)	
			Total:	

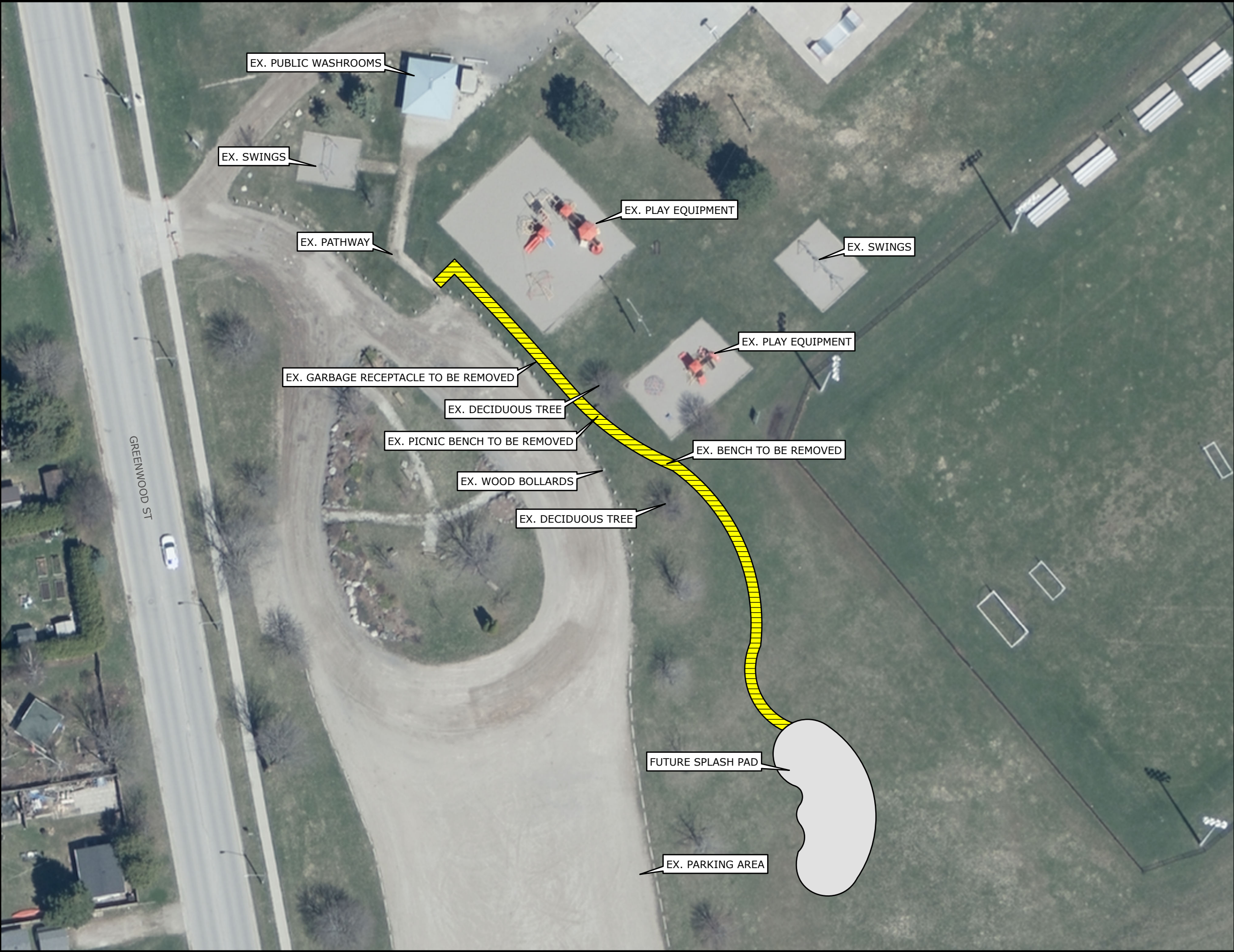
Signature of Authorized Person: _____

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.



RFQ NUMBER 01-2023		DOCUMENT NAME Appendix 1	
DRAWING TITLE Proposed Pathway Greenwood Park			
LEGEND Future Splash Pad Proposed Pathway			
NOTES Proposed Pathway Specifications 1) Total centerline length ~90 m. 2) Width illustrated at 1,500 mm as per AODA requirements.			
REFERENCE N W E S 0 5 10 15 20 25 Meters		GIS PROJECT: 2019-015 VERSION: 01 DATE: 03-02-2023	



A People Place, A Change of Pace

SHELBURNE

ONTARIO, CANADA