

# REQUEST FOR QUOTATION 03-2023

## Supply of Winter Maintenance Sand

Issued: August 11, 2023

Deadline for Submissions: September 05, 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](mailto:treasurer@shelburne.ca)



## GENERAL DESCRIPTION

The Town of Shelburne invites quotations for the supply of Winter Maintenance Sand and will schedule the works with the successful bidder on Friday September 08, 2023.

Request for Quotations for the supply of Winter Maintenance Sand including hauling, blending and placing of approximately 1,900 tonne to the Shelburne Public Works Sand Shed.

Blending the sand with salt (Town supplied) prior to the placement in shed using a stacker. A test sample will be expected, and acceptance of the sample will influence the final award. Arrangements to accept the sample should be directed to Brad MacDonald: 519-939-1342.

### **Delivery**

Delivery of supply to:

Shelburne Public Works Yard, Sand Shed

124 Luxton Way, Shelburne, Ontario, L9V 3M8

The Proponent is responsible for providing an anticipated delivery date. The Town expects a delivery between October 01, 2023 - November 01, 2023 (negotiable). Included on the tender form submission (Schedule B) is a commitment to confirm the delivery date of Winter Maintenance Sand.

## 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](mailto:treasurer@shelburne.ca) with the subject line clearly stating RFQ 03-2023 Submission.

Emails must be sent no later than **3:00 p.m. (15:00 hours) local time**, on the specified closing date; **September 05, 2023**. Late bids will not be accepted.

- Provide Company details and Insurance documents (Schedule A)
- Please indicate the cost per tonne; hauled, mixed, stacked and placed (Schedule B)
- Please include anticipated delivery date when work will be carried out (Schedule B)
- Provide a separate sheet of any added features and references
- Price quote must be valid for ninety (90) days



## TIMELINE

|  |  |
|--|--|
| <b>August 11, 2023</b>   | Request for Quotation Issued.  |
| <b>August 28, 2023 (4:30pm)</b><br>(questions & addendums<br>(if any)) | Deadline for emailed questions to the Municipality ( <a href="mailto:jkaske@shelburne.ca">jkaske@shelburne.ca</a> ) 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. |
| <b>September 05, 2023<br/>(3:00pm)</b>                                 | Closing date for Quotation Submissions.  |
| <b>September 08, 2023</b>  | 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](mailto:jkaske@shelburne.ca)

Website: [www.shelburne.ca](http://www.shelburne.ca)



Deadline for emailed questions will be **August 28, 2023 at 4:30pm**. Responses and clarifications requests will be provided to all Proponents in writing. No clarification requests will be accepted by telephone.

## SCOPE OF WORK

### Trucking

It is the Proponent'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 Proponent's trucks (tandem, triaxle or trailers are permitted) to 124 Luxton Way, Public Works Yard and placed in the Sand Shed.

### 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.



## 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.**

### **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.



## 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 and references.
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. With the anticipated date of award of September 08, 2023, the anticipated delivery date between October 01, 2023 to November 01, 2023 (negotiable).
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 will be required. No dumping on Town right of ways and Proponent 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 reviewed please contact Brad MacDonald: 519-939-1342.



## SCHEDULE A: 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:

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Print Name:

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Title:

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Signature of Witness:

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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 SCREENING, HAULING, STACKING & BLENDING WINTER SAND

| DESCRIPTION  | ESTIMATED QUANTITY | UNIT | UNIT PRICE       | AMOUNT |
|--|--------------------|------|------------------|--------|
| Truck approximately 1900 tonne of Winter sand to 124 Luxton Way, Shelburne, L9V3M8, ON           | 1,900 tonne        | T    |                  |        |
| Mix and stock pile Winter sand with 8% salt. Mixed material will be stacked into covered storage | 1,900 tonne        | T    |                  |        |
|  |                    |      | <b>Subtotal:</b> |        |
|  |                    |      | <b>HST (13%)</b> |        |
|  |                    |      | <b>Total:</b>    |        |

### DATE OF DELIVERY

Please state the anticipated delivery date to the Town of Shelburne's Public Works Yard Sand Shed:

|               |  |
|---------------|--|
| Delivery Date |  |
|---------------|--|

Signature of Authorized Person:

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Print Name:

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Title:

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Signature of Witness:

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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.