



Invitation for submission of

TENDER NO. 2022-03

Supply and Delivery of 5/8" Gravel

QUOTATIONS, on the forms supplied by the Municipality, and clearly marked as to the contents will be received by:

The Corporation of the Municipality of Charlton and Dack until 1:00 p.m. local time on **April 22nd, 2022.**

LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED BY THE MUNICIPALITY. THE MUNICIPALITY MAY REFUSE TO AWARD A QUOTE WHERE, IN ITS SOLE DISCRETION, THE CONTRACTOR IS NOT ABLE TO DEMONSTRATE IN TERMS OF EQUIPMENT, PRODUCT, EVIDENCE OF ABILITY, AS WELL AS THAT OF ANY PROPOSED SUBCONTRACTORS, TO PERFORM THE WORK AT ISSUE, IN ACCORDANCE WITH ALL TERMS OF THE CONTRACT.

Late bids will not be accepted

INTRODUCTION

This tender covers the supply and delivery of \$152,250 of 5/8" Gravel (Granular M- MTO Specification) for delivery to various areas within the Municipality of Charlton and Dack. This material will be used for projects within the Municipality of Charlton and Dack which are expected to be completed by fall. The Public Works Department will keep in contact with the successful bidder.

Acceptance of any quotation will be by written form of notice.

MUNICIPALITY OF CHARLTON AND DACK

QUOTATIONS plainly marked as to the contents may be sent to the attention of the Public Works Superintendent at:

The Municipality of Charlton and Dack by hand delivery, or by mail in a **sealed envelope**:

287237 Sprucegrove Road
Englehart, Ontario
P0J 1H0

All inquiries concerning the quotation prior to closing shall be directed to:

Jon Schenk
Public Works Superintendent
Municipality of Charlton and Dack
287237 Sprucegrove Road Englehart, ON P0J 1H0
Phone 705-544-3603
E-mail : pws@charltonanddack.com

QUOTATION PROVISIONS:

Refer to By-law No. 204 Being a By-law to define the procurement policies and procedures for the Corporation of the Municipality of Charlton and Dack. (copy may be viewed at the Municipal Office during regular business hours).

GRAVEL AMOUNT:

5/8" Gravel (Granular M – MTO Specification): \$152,250 – delivered to various spots around municipality with belly dumps used for gravel in the Town of Charlton.

THE MUNICIPALITY OF CHARLTON DACK

COMPLETION DATE:

The start date is to be coordinated with the Public Works Superintendent and the contract must be completed by December 31st, 2022.

REPRESENTATIVE

Upon award of the Contract, the successful Bidder must provide the name and contact information of the authorized representative for the project that will be the key liaison for the municipality's account throughout the term of the contract.

NOTIFICATION

Notification of acceptance of the quotation will be by written form of notice to the address of the successful bidder used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the Contractor.

A quotation may be voided by superseding it with a later quotation or letter of withdrawal prior to the closing date and time.

Evaluation

Quotations will be evaluated on the following criteria:

- Demonstrated related experience.
- Late submissions will not be considered.
- Lowest or any proposal not necessarily accepted by the municipality.
- Acceptance and/or rejection of any proposal will be made according to our procurement policies and based on the recommendations of council.

CONFLICT OF INTEREST

Proponents must disclose any perceived conflict of interest or pecuniary interest with the Township of Chamberlain or the Municipality of Charlton and Dack in writing.

DATE AND PLACE FOR RECEIVING TENDER SUBMISSIONS

Tenders are to be submitted marked 2022-03 TENDER FOR THE SUPPLY AND DELIVERY 5/8" Gravel (Granular M- MTO Specification) **by no later than 1:00 pm, Friday April 22nd, 2022.**

Bids must be submitted on the attached "Form of Offer".

TERMS AND CONDITIONS

- **Weight slips must be provided for every load.**
- **Please note the Bid Irregularities and rejections.**
- **Please note that proof of insurance will be requested from successful bidder.**
- **The Municipality may adjust the total dollar amount by + - 20%.**
- The price quoted on the Tender Form is a firm price.
- The price is to include all duty, taxes (other than HST), customs, clearances, freight and all other charges now or hereafter imposed.
- All taxes must be shown separately on invoicing.
- Lowest tender or any tender not necessarily accepted. All compliant submissions will be reviewed for the best value including but not limited to lowest price, quality, qualifications, capabilities and experience of the bidder.

LIABILITY

The successful Bidder shall indemnify the Municipality, its officers, employees and agents from all claims, demands, actions or other proceedings initiated by others arising out of or attributable to anything done or omitted to be done by the successful bidder, its officers, employees or agents in connection with the services performed or required to be performed under this contract.

INSURANCE:

The successful Bidder shall maintain a policy of motor vehicle liability insurance for both owned and non-owned licensed vehicles having limits of not less than \$2,000,000 per occurrence for bodily injury, death and damage to property.

The successful Bidder shall maintain a policy of general liability insurance having limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property.

Prior to the beginning of the contract the successful bidder must provide proof of insurance or certified copy of insurance (Certificate of Insurance or certified copy of policy) to the Clerk of the Municipality.

BASIS FOR REJECTION OF QUOTATION

Quotations not conforming to the following requirements will be disqualified:

DESCRIPTION	MAJOR	MINOR	ACTION
late bids (by any amount of time)	X		automatic rejection
bids completed in pencil	X		automatic rejection
unsealed tender envelopes	X		automatic rejection
proper response envelope or label not used		X	acceptable if officially received on time
pricing or signature pages missing	X		automatic rejection
bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request
bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
uninitialed changes to the request documents which are minor (ie; the bidder's address is amended by overwriting but not initialled)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
pages requiring completion of information by vendor are missing	X		automatic rejection
bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

REQUIREMENTS

1. The successful bidder shall deliver a certified copy of the Firm's Public Liability and Property Damage Insurance Policy for the work, within ten (10) calendar days of receiving the acceptance notice.
2. The successful bidder shall deliver proof of Workplace Safety and Insurance Board coverage prior to work commencing in the form of a clearance certificate.

PAYMENT

Payment terms are NET 30 days of receipt of the final report. Invoice shall be addressed to the attention of the Clerk.



FORM OF OFFER

TENDER FORM - PROJECT 2022-03

NAME _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

DATE _____

- I understand that the successful bidder will be required to provide proof of insurance coverage of no less than \$2,000,000.
- I understand that the municipality may adjust the tendered dollar amount by + - 20%.
- I hereby confirm that I have read and understand the instructions, specifications and terms and conditions contained in this document.

Signature of Bidder

5/8" GRAVEL \$ _____ **PER TONNE**
_____ **TOTAL TONNES**

** to convert from cubic yards to tonnes use a factor of 1.36*

BASE AMOUNT \$152,250.00
HST \$19,792.50
TOTAL \$172,042.50