



Municipality of Highlands East
2249 Loop Road, Box 295
Wilberforce, ON K0L 3C0
P: 705-448-2981
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www.highlandseast.ca

Tender for the Crushing & Stacking of Recycled Asphalt/Quarried B Gravel Mix

T-07-2019

Sealed tenders addressed to:

Shannon Hunter, CAO/Treasurer
Municipality of Highlands East
2249 Loop Road, Box 295
Wilberforce, ON K0L 3C0

Clearly marked **“Tender for the Crushing & Stacking of Recycled Asphalt/Quarried
B Gravel Mix - T-07-2019”**

will be received until

2:00 p.m. EST Wednesday, April 17th, 2019

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1.0 General Background

The Municipality of Highlands East is requesting a Tender Price from capable respondents for crushing and stacking approximately 10,000 - 15,000 tonnes of Recycled Asphalt/Quarried B Gravel Mix to 5/8" gravel.

Note: Contractor to supply 100 foot stacker with scales.

It is understood that the information in the Statement of Qualifications and the Price shall be the general basis for the selection of the respondent for this Tender. The scoring evaluation Section 5.0 shall consider each respondent's ability to perform in the service area, their experience, delivery time, and quoted price.

The Municipality reserves the right to reject any or all Proposals or to accept any Proposal should it be deemed to be in its best interest to do so.

2.0 Statement of Qualifications

Each respondent must respond to the following requests/questions in a clear and comprehensive manner.

- a) Provide the full name and main office address of the responding entity.
- b) Identify when the respondent was organized and if a corporation, when incorporated and how many years engaged in this type of business/service.
- c) Identify and set out the qualifications of any firms or individuals that the respondent intends to use to perform work/service on this Proposal including warranty or follow up service.

3.0 Respondent's Proposal

Each respondent **must respond** to each of the following areas in a clear and comprehensive manner.

- a) Complete all areas of the Proposal form for price - Schedule "A".
- b) Identify all areas where the Specifications as set out on Schedule "B" have not been met and what the alternative is, if any.
- c) Identify all areas where the Specifications as set out on Schedule "B" have been exceeded and how they have been exceeded.

4.0 Schedule of Events

Item	Date
Proposal Call, Qualifications and Price	March 29 th , 2019
Receipt of Proposal Submission	April 17 th , 2019
Anticipated date to accept a Proposal or reject all	April 19 th , 2019

Each respondent shall submit **two (2) copies** of their qualification information, the completed Schedule "A" and "B" and other requested respondent information no later than **2:00 p.m. Wednesday, April 17th, 2019** to the Municipality of Highlands East as follows:

Delivery (courier) Address (do not mail)

Municipality of Highlands East
2249 Loop Road
Wilberforce, ON
K0L 3C0

The outside of the shipping carton/envelope must be clearly marked with the following;

1. "Tender for the Crushing & Stacking of Recycled Asphalt/Quarried B Gravel Mix T-07-2019"
2. Respondent's name
3. Respondent's mailing address.

Any Proposal received after the above deadline will be returned unopened to the respondent.

Opening of the Tender Submissions will take place at the Municipality of Highlands East Municipal Office, 2249 Loop Road, Wilberforce, Ontario at **2:05 p.m.**

Wednesday, April 17th, 2019.

5.0 Scoring of Qualifications and Price

The evaluation of the Qualifications and Price will be carried out by an evaluation committee with a recommendation brought forward to Council. The Council will make its decision based on information gathered during the procurement process and the evaluation criteria outlined in this section. Failure to provide relevant information may result in penalties being assessed on the evaluation score.

Evaluation Criteria

Proposal submissions will be evaluated on the information indicated in Table 1.

Table 1
<ul style="list-style-type: none">• The availability of additional machinery to complete the contract forthwith in the event of machinery breakdown
<ul style="list-style-type: none">• The ability and skill of the Bidder to provide the Goods or Services Required
<ul style="list-style-type: none">• Whether the Bidder can perform the contract or provide the services promptly or at the time specified without delay or interference
<ul style="list-style-type: none">• The reputation, judgement, experience and efficiency of the Bidder
<ul style="list-style-type: none">• The quality and performance of previous contracts, goods or services
<ul style="list-style-type: none">• The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide the goods and services
<ul style="list-style-type: none">• The number and scope of conditions attached to the bid
<ul style="list-style-type: none">• The Contractor will provide three recent references from municipalities for similar quantity and type of work

6.0 Pre-Submission and Other Information

If any respondent has questions concerning the Qualifications and Tender, finds discrepancies or omissions in the solicitation document, or requires clarifications, such matters should be submitted in writing to:

Earl Covert
Roads Superintendent
Box 295
Wilberforce, Ontario, K0L 3C0

Telephone 705-448-2934
Fax 705-448-2532
e-mail ecovert@highlandseast.ca

All bidders who obtain a copy of the Tender package are required to contact Brittany McCaw, Deputy CAO/Treasurer bmccaw@highlandseast.ca to advise of the same should any addenda or clarifications be issued with respect to the proposal document. The municipality reserves the right to supplement, add to, delete from, and change this solicitation document. Respondents will be advised by fax or e-mail of any changes that are made providing that contact with the Deputy CAO/Treasurer has been made as described above.

The Municipality reserves the right to request additional data or information after the Proposal is received, if such data or information is considered pertinent, in the Municipality's sole view, to aid the review and evaluation process.

Contact with the Municipality of Highlands East Council members is prohibited and can be considered as grounds for disqualification from the selection process.

Schedule “A”

Qualifications and Price and Declaration for Crushing & Mixing of Aggregate

Information to the Proposal Respondent

In order for the Tender to be complete, all areas of the Specifications - Schedule "B"; and the Qualifications and Price - Schedule "A" including the Declaration must be completed and the information as requested in the Tender must be provided.

Respondent’s Check List:

1. Schedule B has been completed with specifications.
2. Schedule A has been completed.
3. The requested information as set forth in Section 2.0 Statement of Qualifications and Section 3.0 Respondent’s Proposal has been provided.
4. Declaration completed and signed.
5. The Tender must be signed and sealed by an authorized official of the bidding organization. A joint tender must be signed and sealed by each company.
6. All items must be bid.
7. Deposit Cheque required in the amount of 10% of the tender price.

Proposal Price

Item No	Quantity (tonne)	Item Description	Crushed & Stacked Recycled Asphalt/Gravel Price / Tonne	Total Amount
1.	10,000 – 15,000	Recycled Asphalt/B Gravel Mix & stacked.	\$	\$
		Subtotal	\$	
		HST	\$	
		Grand Total	\$	

Schedule "A" continued.....

Declaration

1. I/WE DECLARE that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same purchase and is in all respects fair and without collusion or fraud.
2. I/WE DECLARE that all matters stated in the submitted Proposal are in all respects true.
3. The undersigned have carefully read the Requirements as per the Tender, and have satisfied ourselves as to the conditions under which the transaction and subsequent items to be supplied, and do hereby submit a Proposal to the Corporation of the Municipality of Highlands East for **Crushing & Stacking of Recycled Asphalt/Quarried B Gravel Mix** for the Municipality of Highlands East's Roads Department.
4. I/WE acknowledge that_____addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.
5. If selected as the successful bidder, I/We agree to abide by the terms as set out in the Tender Qualifications and Price with its Specifications and provisions for the price shown.
6. The price submitted shall be firm for a period of not less than ninety (90) calendar days from the closing date of this Tender.

Dated at _____ this _____ day of _____ 2019

) _____
) Signature
) _____
) Signing Authority (Print Name)
) _____
) Company Name
) _____
) Street Address/City/Town/Postal Code
) _____
) Telephone Email Fax Number

Specifications for Crushing & Stacking of Recycled Asphalt/Quarried B Gravel Mix Schedule “B”

All Appropriate Blanks Must Be Filled In

Where minimum standards are required, the first column lists the minimum. The last column is to be completed by the bidder. Detailed information is not required, if “yes” is inserted. **A detailed explanation is required if “No” is inserted.** Consideration may be given to deviations deemed by the Municipality at its’ sole discretion, as “minor” in nature.

1.	Specifications:			
1.1	Contractor to supply 100 foot stacker with scales. Specify:	Yes:	No:	
1.2	Work to commence upon acceptance of the tender with a completion date of May 17th, 2019. Specify:	Yes:	No:	
1.3	The Contractor understands and accepts the fact the quantities shown are approximate only and are subject to increase, decrease or deletion entirely if found not to be required Specify:	Yes:	No:	
1.4	The Municipality is to supply a stockpile of recycled asphalt/B gravel mix from a Pit located on Lot 34, Concession 11, Monmouth Ward. Specify:	Yes:	No:	

	1.5	When finished, the Contractor shall leave the pit in a workman-like condition suitable to the Roads Superintendent. The pit must be cleaned up immediately after the crushing & stacking operation. In the event that the Contractor refuses to do so, the Municipality shall clean up the pit and deduct the cost of doing so from the money due to the Contractor Specify:	Yes:	No:
2.	Safety Requirements:			
	2.1	The contractor shall conform to enforce strict compliance with the Construction Safety Act and Regulations made under that Act Specify:	Yes:	No:
	2.2	The contractor staff on site shall have all applicable Surface Miner Common Core Training Specify:	Yes:	No:
	2.3	The contractor shall develop a Spills Contingency Program satisfactory to the Municipality Specify:	Yes:	No:
	2.4	Fuel Storage tanks will be installed and maintained in accordance with the Gasoline Handling Act Specify:	Yes:	No:
	2.5	The successful bidder for the purposes of Occupational Health and Safety Act will be designated as the Constructor for this project and will assume all of the responsibilities of the constructor as set out in the Act and its Regulations Specify:	Yes:	No:

	2.6	The successful bidder shall deliver proof of Workplace Safety Insurance Board (WSIB) coverage, within ten (10) calendar days of receiving the Acceptance Notice Specify:	Yes:	No:
	2.7	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. Coverage shall be at least \$2,000,000.00 per accident in the name of the Municipality. Failure to provide such proof shall result in cancellation of the contract and forfeiture of the bid deposit. Specify:	Yes:	No: