



Renfrew

TOWN OF RENFREW
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

TENDER 2024-20-DEI LANDFILL ROAD

Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids for the construction of a gravel access road at the Renfrew Landfill Site.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this tender. This offer shall be irrevocable for a period of ninety (90) calendar days following the date bids are to be received.

Designated Contact Person

The Town of Renfrew Designated Contact Person is:

Ashley Robertson, Purchasing Assistant, Town of Renfrew
Email: arobertson@renfrew.ca

Town of Renfrew
127 Raglan Street S,
Renfrew, ON K7V 1P8

Registration and Communications

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to the *Designated Contact Person*.

All communications must reference **TENDER 2024-20-DEI** in the subject line.

Questions related to this tender are to be received by **2:00 p.m. on July 5, 2024**.
Inquiries shall be directed to the *Designated Contact Person*.

Ashley Robertson, Purchasing Assistant, Town of Renfrew
Email: arobertson@renfrew.ca

Where a bidder finds discrepancies or omissions in the tender requirements or otherwise requires any clarification, the bidder should contact the Town in writing by email as noted above. Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.



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Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

Delivery and Closing Time

Tenders must be received no later than **2:00 p.m. on July 15, 2024**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Tenders shall be submitted on the supplied Tender Form, in a sealed envelope and shall be clearly marked as to the contents and bidders name.
- (b) Tenders received by this time, date and at the location specified above, shall be opened and read in a public opening. The public reading of a tender does not imply any decision by the Corporation of the Town of Renfrew on whether a tender is or is not irregular.
- (c) All Tenders must be completed in full, in ink and be legible.
- (d) The Tender Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Tenders **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened.
- (g) Tenders transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Tender is not necessarily accepted.**
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.



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THE BIDDER DECLARES

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.
- b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

INSURANCE

The bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective.

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful tenderer shall provide the Corporation of the town of Renfrew with an original Certificate of Insurance in the amount of at least five million dollars (\$5,000,000.00).
 - i. The successful Bidder shall provide proof of Commercial Liability Insurance and WSIB Clearance to meet the Tender specifications and shall ensure that WSIB Clearance is up to date for the entirety of the contract.
 - ii. The successful Bidder must be able to provide proof of Automobile Liability Insurance in the amount of at least five million dollars (\$5,000,000.00) and valid licence for all equipment and operators.
- (c) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew
127 Raglan Street South, Renfrew ON K7V 1P8

DAMAGES AND RESPONSIBILITIES

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.



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- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

FREEDOM OF INFORMATION

All written Quotations received by the Town of Renfrew become a public record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the public, including personal information.

Scope of Tender

Under the direction of the Manger of Environmental Services and/or the Manager of Public Works the contractor will be responsible for all labour, materials, equipment, fuel, and supervision for the work described below, unless otherwise stated. This work shall include, but not necessarily be limited to:

- a. Completing a gravel access road that is capable to supporting heavy equipment such as tri-axle dump trucks, wheel loaders and garbage trucks. The road shall be **280 meters long and 5 meters wide**. A rough road subgrade exists. It is not on native material, but rather is composed of a mix of fill materials including, clay, silt and gravel. It will require grading to provide a level grade prior to road construction taking place (i.e. placement of geotextile and granular materials).
- b. The road shall be graded to level, topped with geotextile material, with a gravel base of 200mm (8 inches) Granular "B" and 100mm (4 inches) Granular "A". The driving surface shall be graded to provide a 4% cross fall for drainage purposes. The Contractor shall provide actual or an estimate of the total tonnage of imported material used, the Contractor is not permitted to use the Landfill's scale for this purpose.

Geotextile material has been purchased and shall be provided by the Town.

- c. Bidders wishing to view the proposed work location must contact the *Designated Contact Person* 24 hours in advance of their preferred viewing time. Site visits can only be arranged during the Landfill's operating hours. **Bidders must check in at the Landfill Scale House for the pre-arranged viewing time.** Landfill staff are **not** able to answer any questions related to this tender.
- d. The Contractor is responsible for mobilization and demobilization of equipment to the Renfrew Landfill Site, 376 Bruce Street, Renfrew, ON
- e. Prices must be provided on the attached **Stipulated Bid Price Sheet** form and must be inclusive of all applicable taxes.



MAP OF ROAD LOCATION



SCHEDULE

- a. The contractor will be able to access the site and perform work at the following days/times under the noted conditions:

Day	Hours	Conditions
Monday	7:30 am – 4:30 pm	Landfill is not open to the public, access must be requested 24h in advance, site gates shall remain closed.
Tuesday	7:30 am – 4:30 pm	Landfill is open to the public from 8 am - 4 pm, work being completed by the contractor shall have a minimum impact to landfill users and staff.
Wednesday	7:30 am – 4:30 pm	
Thursday	7:30 am – 7:30 pm	Landfill is open to the public from 8 am - 7 pm, work being completed by the contractor shall have a minimum impact to landfill users and staff.
Friday	7:30 am – 4:30 pm	Landfill is not open to the public, access must be requested 24h in advance, site gates shall remain closed.
Saturday	7:30 am – 4:30 pm	Landfill is open to the public from 8 am - 4 pm, work being completed by the contractor shall have a minimum impact to landfill users and staff.
Sunday	none	Sunday work is not permitted



- b. The work shall be completed no later than August 2, 2024.
- c. Where the work is forecasted to be completed after the agreed upon completion date through no fault of the Town, a \$300.00 per day penalty will be assigned to the Tenderer.

The penalty clause shall be applied commencing the first day after the agreed upon completion date. The Town shall have the right to seek an alternate Contractor after giving written notice to the initial Contractor.

INSPECTION

The Town reserves the right to:

- a. Inspect all work performed by the Bidder under this Tender.
- b. Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.
- c. Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.

MATERIALS

- a. Materials and equipment shall be supplied by the Contractor unless specifically stated in the Tender Specifications.
- b. The Town will supply up to seven rolls of 5.33 x 79 meter Terratrack 400 Woven Geotextile material for use on this project. This Geotextile is available to view at the Landfill site.

LABOUR

- a. All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract.

SUPERVISION AND COORDINATION

- a. The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.
- b. The Supervisor shall be readily accessible to the Town personnel during regular business hours.
- c. The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.



COMMENCEMENT AND TERMINATION

- a. The Contractor shall commence work on a date agreed upon by the Contractor and the Owner and shall continue until the work is complete to the satisfaction of the Town, unless terminated in accordance with the provisions of this Contract.
- b. The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor if it deems the services of the contractor are no longer required.
- c. The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the in the event of the Contractor neglecting or failing to perform the Work properly or diligently.
- d. Upon termination of the contract the contractor shall remove their equipment from the landfill site within 14 days.

Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope and delivered to:

TOWN OF RENFREW (Town Hall)
Attention: Ashley Robertson
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

Tender submissions must be received not later than: **2:00 p.m. on July 15, 2024.**

The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

Timeline

The expected timeline for selection is as follows:

Tender Issued	June 24, 2024
Question Deadline	July 5, 2024
Town published Addendum (if applicable)	July 10, 2024
Closing date for Tenders	July 15, 2024
Anticipated Award (on or about)	July 17, 2024



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Company Information

1.	Company Name	
2.	Bidder Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone Number	
5.	Cellular Phone Number	
6.	Fax Number	
7.	Email Address	
8.	HST Account Number	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of ninety (90) days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda considered.



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Basis of Payment

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

Stipulated Bid Price Sheet

The bid shall be Stipulated Price, meaning a single, all inclusive, one price that applies to all of the work, not including Harmonized Sales Tax (H.S.T.).

ITEM	QUANTITY	COST
Geotextile Material	up to seven (7) rolls of 5.33 m by 79 m Terratrack 400 Woven Geotextile	Not applicable (supplied by the Town of Renfrew)
Work Supply of all material, labour, equipment to complete the required work as outlined in this tender.	Lump Sum	\$
Harmonized Sales Tax (H.S.T.) 13%		\$
TOTAL		\$

Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

DATED AT: _____

THIS _____ DAY OF _____ 202__

TENDER 2024-20-DEI LANDFILL ROAD – Town of Renfrew

From: _____

Contact: _____

Telephone: _____

Deliver to:

**The Town of Renfrew
Attention: Ashley Robertson
127 Raglan Street South
Renfrew, ON K7V 1P8**

TENDER NUMBER:

CLOSING DATE AND TIME:

DESCRIPTION: