



REQUEST FOR QUOTATION RFQ 2024-02

For the provision ditching at various locations throughout the Township of Armstrong (Earlton), District of Timiskaming.

QUOTATIONS, on the forms supplied by the Municipality and clearly marked will be received by the Corporation of the Township of Armstrong until 2:00 p.m. local time on

Thursday May 16, 2024

The Township of Armstrong is requesting quotations from qualified contractors for ditching at various locations throughout the Township of Armstrong (Earlton).

THE QUOTATION PERIOD will close Thursday, May 16, 2024 at 2:00 p.m. and bids will be recorded and reviewed at the Municipal Office at 2:05 p.m. They will be considered for award at the May 22, 2024 Council meeting.

FORMS may be obtained at the Township of Armstrong Municipal Office, 35 Tenth Street, Earlton, Ontario, P0J 1E0 by request via e-mail or telephone 705-563-2375 or by visiting our website at www.armstrongtownship.com.

LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED BY THE MUNICIPALITY. ACCEPTANCE AND/OR REJECTION OF ANY QUOTATION WILL BE MADE ACCORDING TO THE TOWNSHIP OF ARMSTRONG PURCHASING POLICY AND BASED ON THE RECOMMENDATIONS OF COUNCIL.

A) AUTHORITY

Identified by the Council of the Corporation of the Township of Armstrong's passing of the 2024 budget on April 10, 2024.

B) INSTRUCTION TO BIDDERS

SUBMISSION DETAILS

QUOTATIONS, signed by an authorized official and clearly marked as to the contents may be sent by mail, hand delivered, or e-mailed until 2:00 p.m. local time, Thursday May 16, 2024.

1. to the attention of:

Dan Thibeault, CAO Clerk Treasurer
Township of Armstrong
35 Tenth Street
P.O. Box 546
Earlton, ON P0J 1E0

E-mail: dan.thibeault@armstrong.ca

LATE BIDS WILL NOT BE ACCEPTED.

2. The Contractor shall supply all labour, equipment, and materials necessary.
3. Acceptance of the quote shall constitute a formal and binding contract when the Form of Offer and Agreement is signed by municipal officials. No part of this quote will be awarded separately.
4. Bidders should review the contents of this Request for Quotation carefully, as it is each Bidder's responsibility to ensure that it has all the necessary information concerning the requirements of this RFQ.
5. The Form of Offer and Agreement is attached and must be included with the Bidder's submission.
6. All bidders must include their HST Registration Number on the Form of Offer and Agreement. Bidders do not need to include HST on the bid amounts or in the total tender. The Municipality will include 13% HST on all payments to the Contractor. The Contractor shall pay the applicable taxes, HST for labour, equipment and material supplied. If the Contractor is

entitled to any exemptions, the Municipality will supply the necessary certificates.

7. All prices, fees, charges, and quotations proposed must be in Canadian dollars.
8. Although the Municipality does not prohibit contact by Bidders, Bidders are advised that only communications in writing from the Municipality will be binding on the Municipality.
9. All inquiries, relating to this RFQ, are to be directed to Caleb Fotheringham at caleb.fotheringham@armstrong.ca.
10. Bids will be publicly opened Thursday, May 16, 2024 at 2:05 p.m. and will be considered for award by Council at the Council meeting scheduled for 5:00 p.m. May 22, 2024 in the Township of Armstrong.
11. Notification of acceptance will be by written form of notice to the address of the successful proponent used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the proponent.
12. A bid submission may be voided by superseding it with a later bid submission or letter of withdrawal prior to the closing date and time.
13. The contract is expected to be provisionally awarded but no work may commence until all contractor requirements are met.
14. RFQ submissions and any amendments thereto received after the closing date and time will not be accepted, and will be returned to the Bidder submitting the same.
15. The Township reserves the right to obtain any further information in respect of any error or otherwise after the closing date from any Bidder that the Township deems necessary; and all Bidders agree to provide all such additional information, as and when required, at their own expense. No Bidder, in supplying any such additional information shall be allowed, in any way, to change the pricing or other cost quotations originally submitted in its bid or in any way materially alter or add to the original bid.
16. Quotes not conforming to the following requirements will be disqualified:
 - a. Must be legible, in ink, by hand, typewriter or printer.
 - b. Must be complete and, on the forms, provided by the Municipality.
 - c. The Form of Offer and Agreement and the Schedule of Quotation must be signed and sealed by an authorized official of the organization.

- d. The Company must be licensed to do business in Ontario.
- e. Quotes must be delivered to the Municipality by the closing date and time.

17. Notwithstanding anything to the contrary or otherwise in this RFQ, the following applies:

- a. The Township reserves the right to cancel this RFQ, in whole or in part, at any time prior to making an award, for any reason or no reason, without any liability to any Bidder;
- b. The Township reserves the right to increase or decrease delivery specifications that the Township deems necessary, at any time prior to making an award, for any reason or no reason, without any liability to any Bidder;
- c. Any and all Proposals may, without any liability of any kind to any Bidder, be rejected by the Township should it be deemed in the best interests of the Township to do so, without stating reasons, therefore.
- d. The Township will not reimburse any Bidder for any cost of expense of any kind incurred in the preparation or submission of any response to this RFQ.

C) PROCUREMENT PROVISIONS

Refer to By-law No. 2017-48 Being a By-law governing procurement policies and procedures for the Corporation of the Township of Armstrong. A copy may be viewed at the Municipal Office during regular business hours.

D) REQUIREMENTS RELATING TO THE SUCCESSFUL PROPONENT

1. **Insurance Certificate** – An insurance Certificate or valid proof of insurance must be supplied prior to the beginning of work.
2. **WSIB** – the Contractor shall provide the Municipality with a Clearance Certificate within seven (7) days of the contract award.
3. **Health & Safety**
 1. General – Contractor must comply with the Occupational Health and Safety Act (OHSA) and regulations.
 2. Reporting – Contractor must report immediately to the Public Works Superintendent all workplace incidents, near misses, injuries and illnesses and environmental damages. The contractor shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.

- E) **TERMS OF PAYMENT** - Payment shall be made upon receipt of the invoice following completion of the work within the given month, to the satisfaction of the municipality with the appropriate support documentation.
- F) **TERM OF CONTRACT**
The term of the contract is for the period of two (2) years from the date of the accepted Form of Offer and Agreement.
- G) **TERMINATION OF CONTRACT**
The Municipality reserves the right to immediately terminate the contract for sufficient cause, including, but not limited to such items as non-performance, inferior quality, pricing problems, etc.
- H) **PROJECT SCOPE**
Ditching at various locations throughout the Township of Armstrong (Earlton). Loading excess material in trucks to be hauled to a site determined by the Public Works Superintendent.

**FORM OF OFFER AND AGREEMENT
RFQ 2024-02**

**For supplying ditching at various locations throughout the Township of
Armstrong (Earlton), District of Timiskaming.**

To: The Mayor and Council of the Township of Armstrong

1. The Contractor agrees, having carefully examined this quotation, scope of work and location of the work and understanding all conditions, hereby offers to enter into a contract in accordance with the proposed scope of work and specifications which form the basis of the quote.
2. The Contractor shall complete and agrees to the following sections:
 - a) We carry liability insurance in the amount of \$ _____ with the extent that the minimum insurance coverage to be carried is \$2,000,000 for each and every occurrence.
 - b) Our Workplace Safety and Insurance Board Account Number is _____ and we guarantee to the Municipality that all premiums for this account have been paid. We agree to provide, prior to the acceptance of the proposal, if requested, and at any time if and when requested, a Clearance Certificate.
 - c) Our HST Registration Number is _____.

The contractor agrees that if this quote is accepted and that the signature below offers to complete this contract in accordance with the terms contained herein.

The municipality hereby agrees with the contractor that, in consideration of the work being performed by the Contractor as specified, the municipality shall pay the Contractor for the said work in accordance with the prices set out in this Form of Offer and Agreement in accordance with the provisions set forth in the contract documents. The municipality will include the 13% HST on all payments to the Contractor.

The contractor agrees the terms of the contract.

IN WITNESS WHEREOF the parties hereto have set their hands and seals on the date last written below.

OFFERED ON BEHALF
OF THE CONTRACTOR

ACCEPTED ON BEHALF OF THE
TOWNSHIP OF ARMSTRONG

Name _____

Mayor _____

Address _____

Clerk _____

Date _____

Date _____

Note: The above, when signed and offered by the Contractor, shall constitute a formal and binding Contract when accepted by and signed on behalf of the Township.



**REQUEST FOR QUOTATION
RFQ NO. 2024-02**

**For the provision ditching at various locations throughout the Township of
Armstrong (Earlton), District of Timiskaming.**

SCHEDULE OF QUOTATION

This schedule must be completed and attached to the Form of Offer and Agreement when submitting a quote. Contractor to supply all Labour, Equipment and Materials (including contingencies)

Please provide a description of each piece of equipment to be used, labour rates, and any other costs associated in the table below on an hourly basis.

Item	Description	Quantity	Unit Price	Total
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
	TOTAL			

Do not include HST on the total construction.

Contractor: _____

Signature: _____ **Date:** _____