

MUNICIPALITY



OF ASSIGINACK

TENDER TO INSTALL POST OFFICE FLOORING

NO. 2022-06

Sealed tenders clearly marked "Post Office Flooring"
Will be received by the undersigned until the closing date:

Monday, May 16th, 2022 @ 4pm

*

Awarding of tender will be made by Council
At the regularly scheduled meeting, May 17th, 2022.

*

The tender form can be located at <https://www.assiginack.ca/rfp-tenders>

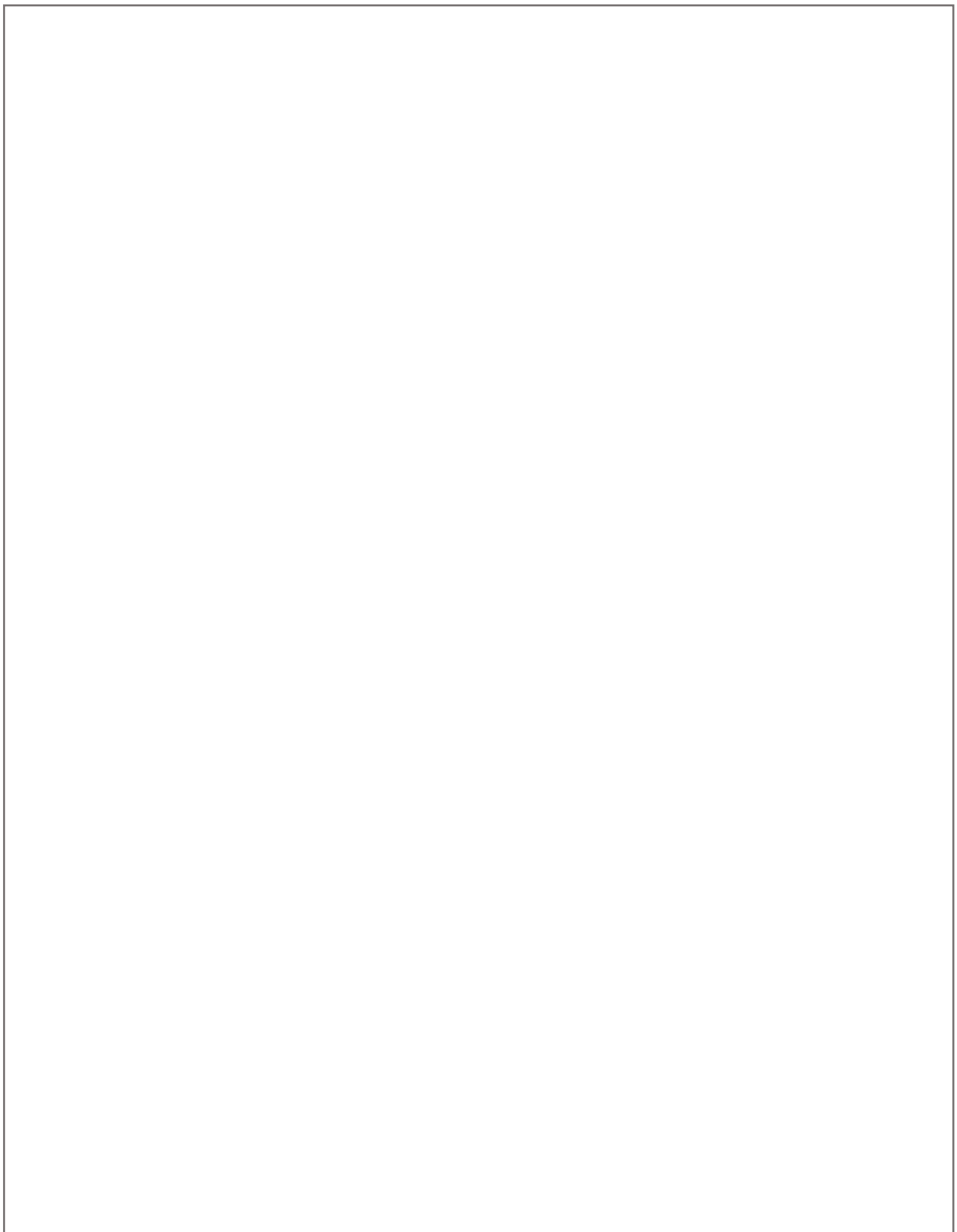
All tenders to be presented on forms contained in this document to:

TOWNSHIP OF ASSIGINACK
C/O RON COOPER, PUBLIC WORKS SUPERINTENDENT
BOX 238, 156 ARTHUR STREET
MANITOWANING, ON., P0P 1N0
(705) 859-3196 – MUNICIPAL OFFICE
(705) 859-3780 – MUNICIPAL GARAGE

*

Important to Note that:

- ***LOWEST or ANY Tender NOT necessarily accepted**
- ***Also that FAXED or EMAILED Tenders are NOT acceptable**
- ****Successful contractor must be a Canada Post Corporation Approved Vendor and it is the contractor's responsibility to provide proof of such.**



TENDERING PROCEDURES

1. All inquiries concerning the tender, prior to closing, shall be directed to:
TOWNSHIP OF ASSIGINACK
C/O RON COOPER, PUBLIC WORKS SUPERINTENDENT
BOX 238, 156 ARTHUR STREET
MANITOWANING, ON., P0P 1N0
(705) 859-3196 – MUNICIPAL OFFICE
(705) 859-3780 – MUNICIPAL GARAGE
2. The Contractor, The Individual or The Firm mentioned herein pertain to the agents signing this Agreement to tender.
3. Acceptance notification will be by telephone and written form of notice to the address of the Contractor 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.
4. A tender may be voided by superseding it with a later tender letter of withdrawal, prior to the closing date and time.

BASIS OF REJECTION OF TENDER

Tenders not confirming to the following requirements will be disqualified:

1. Tender must be legible, in ink, by typewriter or by printer.
2. Tender must be in possession of the Municipality by the closing date and time
3. Tender must be on the municipal bid form provided
4. 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
5. All items must be bid
6. Tender must not be restricted or modified in any way.

BASIS OF PAYMENT

Payment at the Contract Price shall be compensation in full for performing the work specified in the tender item and for the supply of all labour, equipment, and materials, (except as otherwise provided in the tender), necessary to complete the work to the satisfaction of the Municipality.

COMPLETION DATE

The Contractor shall complete the work by a mutually agreed upon date.

The work must be completed after regular Post Office hours of operation and ideally on a weekend when the facility is closed.

PAYMENT TERMS

Payment will be made in response to the Contractor's Invoice. This payment will be made when all work has been completed to the satisfaction of the Public Works Superintendent. Payment to the Contractor shall be verified from measurements taken and recorded by the Public Works Superintendent.

CONTRACTORS TO INVESTIGATE

Contractors must satisfy themselves by personal examination of the facility and floor in order to assess the methods and general requirements of the work.

The contractor must be an Approved Vendor with the Canada Post Corporation. It is the contractor's responsibility to research this requirement and provide proof prior to the awarding of the tender.

GOODS AND SERVICES TAX

Unit and / or lump sum pricing shall not include the Harmonized Sales Tax.

VARIATION OF QUANTITIES

Due to budgeting constraints the quantity of work may be adjusted dependent upon the tendered unit prices. Quantities shown are approximate, are not guaranteed to be accurate and shall be used as a basis for comparison only. No additional compensation will be allowed for any adjustment which may decrease the quantities identified in the Form of Tender.

REFERENCES

Wherever in this Contract reference is made to the General Conditions, it shall be interpreted as meaning the O.P.S. General Conditions of Contract, September 1999. The O.P.S. General Conditions and supplementary General Conditions

have not been reproduced as part of these Contract Documents. It will be the Contract's responsibility to obtain current copies of these documents.

PRICING REQUIREMENTS

Prices shall be in Canadian Funds, quoted separately for each item stipulated, F.O.B to the point specified therein.

All bottom-line prices tendered shall include applicable taxes, customs duties, excise tax, freight, insurance, and all other charges of every kind attributable to the work. The line-item prices shall not include Harmonized Sales Tax.

INSURANCE REQUIREMENTS

The Contractor covenants and agrees to indemnify and save harmless the Township from and against any and all claims for loss, costs, damages, and or compensation and legal expenses the Township may incur as the direct or indirect result of the work operation described herein being carried out by the Contractor. The Contractor shall secure and maintain at his/her expense during the duration of this contract, general comprehensive liability insurance in an amount not less than two million dollars (\$2,000,000.00) per incident, naming the Township of Assinack as an additional named insured and containing a cross-liability endorsement.

The contractor shall deliver, within ten (10) calendar days of receiving the acceptance notice, proof of Workplace Safety and Insurance Board coverage.

Failure to provide either proof shall result in the cancellation of the contract.

DEFAULT BY CONTRACTOR

If the Contractor commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Contractor makes a general assignment for the benefit of its creditors; then, in any case, the Township may terminate the contract without notice.

If the Contractor fails to comply with any request, instruction, or order of the Township; or fails to pay its accounts; or fails to comply with or persistently disregard statutes, regulations, by-laws, or directives of the relevant authorities

relating to the work; or fails to prosecute the work with the required skill and diligence; or assigns/sublets the contract or any portion of thereof without the Townships written consent; or refuses to correct defective work; or is otherwise in default of carrying out its part of any of the terms, conditions and obligations of the contract, then, in any such case the Township may terminate the contract upon expiration of ten (10) days from the date of written notice to the Contractor.

Any termination of the contract by the Township, as aforementioned, shall be without prejudice to any other rights or remedies the Township may have.

If the Township terminates the contract, it is entitled to:

- Take possession of all of the work in progress and finish the work by whatever means deemed appropriate under the circumstances;
- Withhold any payment to the Contractor until its liability to the Township is ascertained;
- Recover from the Contractor any loss, damage, and / or expense incurred by the Township by reason of the Contractor's default, which may be deducted from any monies due or becoming due to the Contractor, and any other balance to be paid by the Contractor to the Township.

CONTRACTOR'S DISCHARGE OF LIABILITIES

The Contractor shall discharge and cause each Subcontractor to discharge all liabilities incurred for labour, materials, or services used or reasonably required for use in the performance of this contract on the date upon which each becomes due. The Contractor shall furnish the Township with a Statutory Declaration providing confirmation that his liabilities and those of the Subcontractors, as aforementioned, have been discharged and this shall include a certificate or certificates from the Workplace Safety and Insurance Board that they have complied with the requirements of the Workplace Safety and Insurance Board and are in good standing in the books of the board.

No payment to which the Contractor is otherwise entitled under this contract shall be due and payable to him so long as he or any Subcontractors are in default under this section, and upon such default occurring, the Township may, in respect of claims submitted by creditors having a contractual relationship with the Contractor, after notice in writing to the Contractor and his surety, withhold payment of the whole or any part of any such liability of the Contractor. Interest will not be paid on any such funds withheld.

CONTRACT TIME AND LIQUIDATED DAMAGES

It is agreed by the parties to this contract that in the event that all the work called for under the contract is not completed by the date specified, or as extended by the Public Works Superintendent, a loss or damage will be sustained by the Township. Since it is and will be impractical and extremely difficult to ascertain and determine the actual loss or damage which the Township will suffer in the event of and by reason of such delay, the parties hereto agree that the Contractor will pay to the Township the sum of five hundred dollars (\$500.00) as liquidated damages for each calendar day delay in achieving completion of the work beyond the date prescribed. It is agreed that this amount is an estimate of the actual loss or damage to the Township, which will accrue during the period in excess of the prescribed date for completion.

The Township may deduct any amount under this paragraph from any monies that may be due or payable to the Contractor on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Township.

COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT

The Contractor shall execute the terms of the contract in strict compliance with the requirements of the Occupational Health and Safety Act, RSO 1990, c.0.1 (the Act) and Ontario Regulation 213/91 (Construction Projects) and any other regulations under the Act (the Regulations) which may affect the performance of the work, as the Contractor or Employer, as the case may be.

Worker safety is given first priority in planning, pricing and performing the work. Its officers and supervisory employees have a working knowledge of the duties of a Contractor and Employer under the Act and provisions of the Regulations applicable to the work, and a personal commitment to comply with them. Workers employed to carry out the work possess the knowledge, skills and protective devices required by law or recommend for use by a recognized industry association to allow them to work in safety; It supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers.

All Subcontractors employed by the Contractor to perform part of the work and their employees are properly protected from injury while carrying out their associated duties. The Contractor shall cooperate with the representatives of the

Township and inspectors appointed to enforce the Act and the Regulations in any investigations of worker health and safety in the performance of the work. The Contractor shall identify and save the Township from any additional expense which may be incurred to have the work performed as a result of the Contractor's failure to comply with the requirement so the Act and the Regulations.

Request for Tender Bid Form

Tender to Provide Flooring for the Canada Post Office, 115 Arthur
Street, Manitowaning
the Corporation of the Township of Assiginack

Please ensure that all subsequent pages are received by The
Township by the required deadlines and in the required format.

TENDER FOR GRAVEL

| | |
|---|--|
| The Contractor: (Name of Individual or Firm) | |
| Telephone Number: | |
| Email Address: | |
| Mailing Address: | |
| | |
| | |
| | |

- The Contractor has carefully examined the conditions and specifications of this tender and referred to in this contract and has carefully examined the site and work location and understands and accepts the said conditions and specifications, and for the prices set forth in this quote, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

| ITEM NO. | ITEM DESCRIPTION | UNIT | QUANTITY | UNIT PRICE | TOTAL VALUE |
|----------|--|------|----------|------------|-------------|
| 1 | Moving all furniture and fixtures | | Lump sum | | |
| 2 | Remove and dispose of existing floor tiles (approximately 700 square feet) | | Lump sum | | |
| 3 | Install new flooring | | Lump sum | | |

| | | |
|----------------------|--------------------------------|--|
| HST ACCOUNT#: | Estimated Tender: | |
| | Harmonized Sales Tax: | |
| | Total Estimated Tender: | |

- It is agreed that the quantities are estimated only and may be increased or decreased by the municipality without alteration of the price. However, such increase or decreases shall not exceed 20%.

Continued Agreement for the Contractor: _____

- It is also agreed that, upon acceptance in writing by the municipality, this form becomes the "Agreement for the Performance of Work" between the contractor and the Municipality.
- The Contractor has a confirmation of Vendor Approval from the Canada Post Corporation attached to this bid form.
- This offer shall be irrevocable for the period of thirty (30) calendar days following the date of opening.
- I / We agree that this offer shall remain open for acceptance until the formal Contract is executed by the successful Contractor for the said opening, whichever event first occurs; and that the Township may, at any time within that period and without notice, accept this Tender whether any other Tender has previously been accepted or not.
- I / We agree that the awarding of the Contract, based on this Tender, by the council of the Township of Assiginack shall constitute acceptance.
- I / We hereby agree that notification of acceptance of this Tender shall be in writing and may be sent by prepaid post. If sent by prepaid post, acceptance shall be deemed to have been made on the date of the mailing of the notification.

Furthermore:

CONTRACTORS EXPERIENCE, ABILITY, CAPITAL, AND PLANT

The Township expects that all Contractors will be able to furnish satisfactory evidence that they have the ability, experience, capital, and plant to enable them to prosecute and complete the contract successfully. Contractors must be authorized to do business in the Dominion of Canada and the Province of Ontario.

To aid the Township in determining the responsibility of each Contractor, the following page contains statements that are required as part of the Form of Tender.

Contractor Statements:

| STATEMENT "A" – CONTRACTOR'S EXPERIENCE FOR REFERENCE |
|--|
| Stating the Contractor's experience in similar work that was successfully completed. |
| 1. |
| 2. |
| 3. |

| STATEMENT "B" – LIST OF SUB-CONTRACTORS |
|---|
| Giving the name and address of each proposed Subcontractor used in making up the tender and shall state the portion of the work allotted to each. Only one Subcontractor shall be named for each part of the work to be sublet. |
| 1. |
| 2. |
| 3. |

| STATEMENT "C" – LIST OF SUPPLIERS |
|--|
| 1. |
| 2. |
| 3. |

| Designation of Signing Authority for the Contractor: | |
|---|--|
| Firm / Company Name | |
| Individual's Name (Please Print) | |
| Position: | |
| Signature & Seal: | |
| Date: | |
| Witness to Signature & Seal: (Please print) | |
| Witness Signature | |

