



The Corporation of the Township of Brock

Request for Tender	
Title	Sidewalks – Installation of New
Requirement	Supply all Labour, Equipment and Material to Install Approximately 1,460 meters of New Concrete Sidewalk
Tender #	B2024-PW-05
Issued By	Township of Brock 1 Cameron Street East, P.O. Box 10 Cannington, Ontario, Canada L0E 1E0
Issue Date	Tuesday, March 19, 2024
Tender Documents	Tender Documents may be obtained through the Township of Brock website at www.townshipofbrock.ca
Bidder Questions	Questions related to this Tender must be submitted to procurement@brock.ca
Deadline for Questions	The Township will respond to questions received by 2:00 P.M. ET on Thursday, March 28, 2024.
Bid Delivery Location	Bids must be submitted in either hard copy to: Clerk's Department Township of Brock 1 Cameron Street East, P.O. Box 10 Cannington, ON L0E 1E0 Or electronic submission emailed to: procurement@brock.ca
Submission Deadline	Bids must be fully received by the Township by 2:00:00 PM ET on Thursday, April 4, 2024.
Public Opening	There will be no public opening of the Bids.
Contract Award	The Township anticipates that the contract will be awarded mid-May, 2024

Township of Brock
Public Works Department
Tender B2024-PW-05

Section A

Information to Bidders

A.1 Contract Duration

This Tender shall be in effect from June 15, 2024 to October 1, 2024 and all work(s) outlined herein are to be completed within this time frame.

A.2 Scope of Purchase

The Corporation of the Township of Brock invites submissions to supply labour, equipment and material to:

Install approximately 1,460 meters of new concrete sidewalk at the following locations:

- Albert Street South, Sunderland from Brethour Street south to new park (west side)
- Country Lane, Cannington from Cameron Street to Meadowlands Drive (east side)
- Lakeland Crescent, Beaverton from Pollock Avenue to Butcher Street (north side)
- James Street, Beaverton from Centre Street to Main Street (east side)
- Main Street East, Beaverton from James Street to 425 meters east (north side)

A.3 Quantities

The quantities outlined may increase or decrease at the discretion of the Director of Public Works. The bidder agrees that no claim whatsoever will be made as a result of any change in quantities.

A.4 Delivery and Closing of Tenders

Bidders will note that Township Tender Forms must be used, and prices quoted shall cover all items outlined in the accompanying Specifications.

Tenders must be submitted in either hard copy to Clerk's Department, Township of Brock, 1 Cameron Street East., P.O. Box 10, Cannington, ON, L0E 1E0 or electronic submissions can be emailed to procurement@brock.ca. Tenders must be fully received by the Township by 2:00:00 p.m., ET on Thursday, April 4, 2024.

A.5 Tender Deposit

Prior to formal award of the contract, the successful bidder shall provide a certified cheque made payable to the municipality in the amount of 10% of the total bid price. The cheque of the successful bidder shall be retained until the work is completed to the satisfaction of the municipality.

A.6 Awarding of Tender

The Bidder agrees that the awarding of the Contract based on this Tender by the Township of Brock shall constitute an acceptance of this Tender and this Tender shall represent the formal Contract and Agreement between the Corporation of the Township of Brock and the bidder.

A.7 Acceptance or Rejection of Tender

The Township reserves the right to reject any or all bids or to award the Contract to other than the bidder submitting the lowest Tender, as in the Township of Brock's opinion may be in the best interest of the Township.

A.8 Disqualification of Tender

A Tender shall be disqualified if:

- (a) The Tender is received after the appointed time for the closing of bids.
- (b) The Tender is incomplete, illegible or obscure, or contains additions, qualifications, erasures or irregularities of any kind.
- (c) The Tender is received on other than the Tender Form supplied.
- (d) The Tender is not properly signed and sealed.

A.9 Taxes

The quoted price is to include applicable Harmonized Sales Tax.

H.S.T. shall be shown separately on any invoice or statement. The Bidder shall supply his/her H.S.T. registration number.

A.10 Fuel Taxes

The Bidder shall pay all taxes under existing legislation on all fuels used by the Company in the performance of the contract. The Bidder undertakes not to make any claims for refund of taxes paid by him or any Sub-Bidder and acknowledges that no refund of tax shall be granted to him or to any Sub-Bidder on any fuel for any purpose whatsoever in performance of the contract unless such refund is specifically authorized under existing legislation.

A.11 Liability Insurance

The Bidder shall continuously maintain throughout the term of the Contract and pay the following insurance coverage:

- Commercial General Liability insurance including personal injury, broad form Contractual liability, owner and Bidders protective, completed operations, and non-owned automotive liability in an amount of not less than two million dollars (\$2,000,000.00) applying to all Contracts for claims arising out of one occurrence and
- Automobile Liability insurance in respect to licensed vehicles owned and/or leased with limits of not less than two million dollars (\$2,000,000.00).

Both policies shall include the Township of Brock as an additional insured in respect of all operations performed by or on behalf of the Bidder in relation to the Contract requirements and be endorsed to provide the owner with not less than thirty (30) days written notice in advance of any cancellation, change or amendment restricting coverages.

- The Bidder shall provide an updated Certificate of Insurance by not later than thirty (30) days prior to the expiry date of any required coverage. Notwithstanding this provision, where any required insurance coverage is due to expire within thirty (30) days, the Bidder shall submit an updated Certificate of Insurance upon ten (10) business days of written notice by the Township.
- Failure to provide the required insurance certificates within ten (10) business days of the Township's written request and continuously maintain the required insurance coverage throughout the entire term of the Contract will constitute a default by the Consultant/Company. **Evidence of the required coverage shall be provided prior to the award of this Tender.**

A.12 Indemnity

The Bidder hereby indemnifies and save harmless the Township of Brock against any and all claims and/or liability arising out of any personal injury, death or property damage resulting from or arising out of any act or omission on the part of the Bidder or any of his servants or agents during the execution of the Contract including without limitation the cost of defending against such claims.

A.13 Workplace Safety and Insurance Board Compensation

The Bidder shall furnish the Township with a current Workplace Safety and Insurance Board Clearance Certificate.

A.14 Bidders to Investigate

The Bidder warrants by his/her Tender that he/she has visited the work site and made his/her assessment of facilities and difficulties to be encountered.

A.15 Health and Safety

The Bidder shall demonstrate the establishment and maintenance of a health and safety program with objective and standards in compliance with applicable legislation and municipal policy by providing a Corporate Health and Safety Policy and applicable Safe Work Procedures.

The Bidder shall ensure that workers in their employ are aware of hazardous conditions and substances in the workplace and are wearing the proper protective equipment.

The Bidder shall acknowledge that health and safety provisions are included at the management level to ensure high standard of health and safety.

The Bidder shall make themselves aware and have an understanding of the Township of Brock's Health and Safety Policy.

A.16 Invoicing and Payment

The Township will issue payment for the work within 30 calendar days from the Township's receipt of a proper invoice for accepted work. Invoices must be submitted to the Township of Brock, 1 Cameron Street East, P.O. Box 10, Cannington, ON, L0E 1E0 to the attention of Accounts Payable quoting the purchase order number provided by the Township. In the alternative to mailing an invoice, an electronic invoice may be submitted to ap@brock.ca. Invoices must include the Contractor's HST number.

A.17 Contents of Submission

The Tender response submission will include the following information only and shall be submitted in the sequence provided:

- I. Completed Schedule 1 - Form of Tender
- II. Completed Schedule 2 - Pricing Schedule
- III. Completed Schedule 3 – Ability and Experience Form

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Section B
General Conditions

B.1 Regulations

The Bidder shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

B.2 Director of Public Works

Means the Director of Public Works of the Municipality or such person as may be authorized by the Council to act on their behalf in any particular capacity.

B.3 Payment

Payment shall be construed to include all labour, equipment, maintenance and fuel to carry out the described work.

All work shall be approved by a representative of the Township prior to payment for work performed.

All moving and start up costs are to be included in the unit price bid.

B.4 Non-Fulfillment of Contract

If the Bidder fails or neglects to commence or to carry out the work diligently and at a rate that in the opinion of the Director of Public Works or Supervisor of Operations will ensure the entire completion of the project within the time limit, or should the Bidder default in the completion of the work within the scheduled time, or the method of operation is unsatisfactory, the Director of Public Works or Supervisor of Operations may notify the Bidder in writing to discontinue all work under the Tender, and the Township of Brock may then employ such means as it may deem necessary to complete the work, and in such case the Bidder shall have no claim against the Township of Brock for any loss or damage caused by, or resulting from the work being taken out of the control of the Bidder.

The Bidder shall forfeit his/her Tender Deposit in the event of such action by the Township.

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Schedule 1
Form of Tender

The Township of Brock requests Tenders to be submitted to supply all labour, equipment and material to install approximately 1,460 meters of new concrete sidewalk.

The Contractor has carefully examined the provisions, specifications and conditions attached to this Tender and has carefully examined the site and location of the work to be done under this contract, and the Contractor understands and accepts the said specifications and conditions and, for the prices set forth in this Tender, thereby offers to furnish all machinery, tools, materials, apparatus and other means of construction, to complete the work in strict accordance with the provisions, specifications and conditions attached to this Tender.

The Contractor agrees:

1. The Contractor shall provide his/her own material, labour, tools, trucks and all things necessary or requisite to complete installation of new concrete sidewalks as outlined in Schedule 2 – Pricing Schedule.
2. All work shall meet Township of Brock specifications including OPSD 310.010, 310.030, 310.033 and 310.039.
3. The Contractor will arrange a pre-construction on-site meeting with the Director of Public Works and/or his/her designate for the purpose of discussing all layout requirements.
4. The Contractor agrees that the Township shall, at their discretion, complete quality assurance checks through material testing at any point during the contract.
5. The Contractor will be responsible for obtaining all required utility locates in advance of commencing any work.
6. The Contractor will be responsible for providing advance notice outlining the proposed work plan to all residents within the affected work location. This notice shall be provided no less than ten (10) working days prior to commencing work.
7. The Contractor will be responsible for the complete repair and restoration of any property affected by the proposed works, including but not limited to, boulevards and driveways etc.
8. That the quoted price includes the provision of all necessary equipment, materials and personnel and the Contractor covenants that his/her personnel are competent, properly trained and familiar with the Occupational Health and Safety Act.

9. That his/her firm will agree to take responsibility for any health and safety violations as well as the cost to defend such charges as a result of any violation.
10. That his/her personnel is covered by Workers Safety and Insurance Board Compensation.
11. That he/she/it has commercial general liability insurance coverage and automobile liability insurance, both in the amount of two million dollars (\$2,000,000.00) and that the Corporation of the Township of Brock is named as an 'Additional Insured Name' for the purpose of completing the works described hereto and the Contractor agrees to provide proof of insurance upon acceptance of the Tender by the Township.

DATE: _____

SIGNED: _____

Per Company

Name – Please Print

Position Held – Please Print

NOTE: If the bidder is a limited company, then this offer must be signed by the signing Officers and the corporate seal affixed.

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**Schedule 2
Pricing Schedule**

Installation of New Concrete Sidewalk

Item No.	Location	Meters (approximate)	Unit Price per Meter	Total
1	Albert Street South, Sunderland from Brethour Street south to new park (west side)	75 m		
2	Country Lane, Cannington from Cameron Street to Meadowlands Drive (east side)	260 m		
3	Lakeland Crescent, Beaverton from Pollock Avenue to Butcher Street (north side)	500 m		
4	James Street, Beaverton from Centre Street to Main Street (east side)	200 m		
5	Main Street East, Beaverton from James Street to 425 m east (north side)	425 m		

Item No.	Location	Meters (approximate)	Unit Price per Meter	Total
6	Tactile walking surface indicators per OPSD 310.033, 310.039	6		

SUB TOTAL (Items 1 – 5) \$ _____

SUB TOTAL (Item 6) \$ _____

SUB TOTAL (Items 1 – 6) \$ _____

HST \$ _____

TOTAL \$ _____

Company Name

Address and Postal Code

Telephone Number

Email Address

Signature – Per Company

Name and Title – Please Print

NOTE: If the bidder is a limited company, then this offer must be signed by the signing Officers and the corporate seal affixed.

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Schedule 3
Ability and Experience Form

The Bidder shall provide three (3) separate customers **other than the Township of Brock** having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

Reference #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference #3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference Release Form

I _____ (authorized signatory for the submitting firm) authorize the Township of Brock to contact the person and organization listed on the Ability and Experience Form, for the purpose of obtaining information relating to the bidder.

The Township of Brock reserves the right to call references if, in its sole discretion, finds a need to do so.

The Township of Brock reserves the right to check other references than listed therein.