

TENDER INSTRUCTIONS
Snow Plowing

PART A - INFORMATION TO BIDDERS

1. Delivery of Tender

Sealed tenders must be clearly marked and addressed as follows:

“Medical Centre/Fire Department Snow Plowing”

c/o Village of Sundridge
110 Main Street, PO Box 129
Sundridge, ON
P0A 1Z0

Tender closing: November 17, 2017 at 3:00 p.m. local time.

This Tender represents a proposal for contract between the Village of Sundridge on behalf of the Sundridge – Strong Volunteer Fire Department Management Board and the Sundridge and District Medical Centre Committee and the successful bidder.

2. Form of Tender

All tenders must be made on the “Tender Form and Appendix A” included herein on or before the date and time of the tender closing.

3. Acceptance or Rejection of Tender

The bidder agrees that the awarding of the contract based on this tender by the Village of Sundridge (“Village”) shall constitute an acceptance of this tender and the tender shall represent the formal contract and agreement between the Village and the Bidder.

The Village reserves the right to reject any or all tenders or to award the contract to someone other than the Bidder submitting the lowest tender, as in the Village’s opinion may be in the best interest of the Medical Centre and the Fire Hall.

4. Disqualification of Tender

A tender may be disqualified if:

- a) The tender is received after the appropriate time for the closing of the tender.
- 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 Form of Tender supplied.
- d) The tender is not properly signed and sealed.
- e) An Insurance Certificate is not submitted with the tender form as required in accordance with the terms set out in paragraph 6, forming part of this tender form.

5. Inquiries

Any questions relating to this tender should be directed to Karen Fraser, Clerk Administrator Village of Sundridge at (705) 384-5316.

6. Insurance

Upon submission of the tender the bidder shall supply the Village of Sundridge with a copy of a Certificate of Insurance indicating the term of coverage in an amount not less than \$2,000,000.00 inclusive limits of Public Liability and Property Damage.

Upon acceptance of the tender by the Village, the bidder will provide a Certificate of Insurance naming the Village of Sundridge, Township of Strong and Township of Joly as an additional insured prior to commencement of snow plowing and removal services.

7. Responsibility

The Contractor will be responsible for providing all materials, equipment and labour to carry out the work.

The successful bidder shall assume financial responsibility for loss or damage to their equipment while performing work covered by this tender and personal injury sustained by him or workers employed by the bidder engaged in this work. The successful bidder shall be responsible for any damage to property or services arising out of the performance of the work covered by this tender, and shall indemnify and save harmless the Village from all claims arising out of performance of said work.

8. Assignment of Contract

The bidder shall not assign, transfer or sublet the contract or any part thereof.

9. Investigation of Proposed Work

The bidder is required to satisfy himself by personal examination of the existing conditions. The Corporation will assume no responsibility for adverse conditions.

10. Deletion from Contract

The Village reserves the right to delete any portion of the work from the contract should it be deemed in the interest of the Village to do so.

11. Restricting Statements

The bid must not be restricted by a statement added to the Tender Form or a covering

letter or alterations to the Tender Form provided. The Village shall be entitled to, and reserves the right, to ignore such restrictions or alterations. Adjustment by letter to a tender already submitted will not be considered. A bidder desiring to make adjustments to a tender must withdraw the tender and/or supersede it with a later tender submission.

12. Tender for Signing

The Tender Form must be signed and witnessed in the spaces provided on the form, with the signature of the bidder or a responsible official of the organization bidding.

13. Informal Tenders

Tenders which are incomplete, conditional or obscure or which contain additions not called for, erasures, alterations or irregularities of any kind may be rejected.

14. Inspection - Inspector's Powers

The Contractor shall at all times and at his own expense furnish all reasonable aid and assistance required by the Village for the proper inspection and examination of the work or any part thereof.

The Contractor shall obey the directions and instructions of the Village and they shall be made in writing at the request of the Contractor.

15. Payment and Holdback

No payment will be made for the time spent on repairs to the Contractor's equipment.

Payment at the contract price shall be compensated in full for the supply of all labour, equipment and materials necessary to complete the work to the satisfaction of the Village.

The Village will endeavor to make payment within thirty (30) days after receipt of an approved invoice. Where there is a question of non-performance involved, payment in whole or in part will be withheld. However, the Contractor should be made aware that payment is subject to Committee/Board approval.

The Contractor shall submit a monthly itemized bill to the attention of the Treasurer of the Village of Sundridge outlining the location, and the dates of when snow removal and de-icing were completed, separately for each location.

16. Locations

Locations are outlined on Appendix "A" attached hereto.

17. De-icing

The Contractor is responsible for the application of a De-icing material (sand) to be applied to the facility parking lot after the plowing has been completed.

18. Snow Removal

The Contractor is responsible for the removal of excessive snow from the premises, when the amount of snow build up restricts the area to plow. The contractor is responsible to remove and dispose of the excessive amount of snow to allow for the continuation of normal plowing activities. This service will be provided when requested by the administration office.

19. Hours of Work

Fire Hall: The fire hall is an emergency service and must maintain a clear parking lot in order to respond to emergencies at any time. This location must be a priority in maintaining a clear egress and exit for the Fire Department. Upon accumulation of 4 inches of snow the lot must be cleared. It is the responsibility of the contractor to monitor and maintain the clearance of the parking lot.

Medical Centre: The medical centre is open for patients at 7:00am Monday to Friday. The parking lots located at the medical centre must be cleared prior to 7:00am Monday to Friday. It is the responsibility of the contractor to monitor and maintain the plowing schedule.

20. Time Frame

The Contract shall be from approximately November 27, 2017, to May 18, 2018, unless otherwise directed by the Clerk Administrator for the Village of Sundridge. The Contract may be extended with the Contractor at the discretion of the Village.

TENDER FORM

FORM OF AGREEMENT

Snow plowing and Snow removal

I/We hereby confirm that the terms and conditions of this specification are understood and hereby agree to perform concurrently the operation of Snow plowing as specified herein from approximately November 27, 2017, to May 18, 2018, inclusive and to include all equipment, labour and materials at the quoted price of

Fire Department \$ _____, *per hour including HST.*

Medical Centre \$ _____, *per hour including HST.*

I/We hereby further acknowledge and agree that should this tender be accepted by the Village, this form of agreement and specification shall form a contract between the two parties.

Name (Please Print)

Signature

Witness

Address

Date

Telephone Number

Remember to include the following:

- ✓ **Liability Insurance**
- ✓ **Appendix "A"**

Appendix "A"

Snow plowing

Location	Price Per Plow & De-icing, based on hourly rate Including HST
10484 Highway 124 – Sundridge-Strong Volunteer Fire Department	\$
5 Park Street – Sundridge & District Medical Centre Lot on East side of building Lot on North Side of building	\$

Snow removal invoicing

I acknowledge that snow removal services will be invoiced to the Village of Sundridge as itemized billings per location.

Signature

Date