



Request for Quote

Project Title: Municipal Drain Maintenance
(Hwy 64 Drain 10)

Request #2017-17

June 6, 2017

Municipality of French River
44 St. Christophe Street, Suite 1
P.O. Box 156
French River, ON, P0M 2N0

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Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document please respond to the originator of this message and permanently dispose any copies and any attachments. Thank you for your consideration, Municipality of French River. Please respond to accounting@frenchriver.ca with any questions or concerns.

Submission Details

Submission Deadlines and Methods

All submissions for responding to this request must be submitted to our office, as stated below, no later than:

June 30, 2017 - No later than 2 pm Local Time

Submissions may be in paper format. We will also be accepting electronic submissions (fax or email) in response to this Request.

Submission Delivery Address, Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal. The delivery address to be used for all submissions is:

Mélanie Bouffard, Clerk
Municipality of French River
44 St. Christophe Street, Suite 1
P.O. Box 156
Noëlville, ON, P0M 2N0
Tel: 705-898-2294
Fax: 705-898-2181
Email: mbouffard@frenchriver.ca

Submission Opening

Quotes will **NOT** be publicly opened. Two staff members will open the quotes. Staff will then review the quotes and the successful candidate will be contacted.

Amendment and Withdrawal of Submission

Requests for withdrawal of a submission shall be allowed if the request is made before the closing time for the contract to which it applies. Requests shall be directed to the Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests shall not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Introduction and Background

The Municipality of French River is a vibrant, welcoming and family-based community that is committed to positive, sustainable growth. A scenic environment, friendliness of neighbors, diversity of cultures and small Municipality feel make French River the community of choice to live, work, visit and vacation.

Detailed Specifications/Scope of Work

The Municipality of French River (herein after referred to as the Municipality) is requesting quotes for Municipal Drain Maintenance such as brushing, grubbing, bottom cleanout and sediment control in the following Drains:

- Hwy 64 Drain 10

The detailed specifications are attached in Schedule "A"

Assumptions & Constraints

The Municipality will not be held liable for any errors or omissions in any part of this Request. The information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Request is intended to relieve vendors from forming their own opinions and conclusions with respect to the matters addressed in the Request. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents. No addenda to this Request will be issued. Should changes be required this Request would be voided and re-released under a new Request number.

The successful vendor will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or in connection with this work. The successful vendor will made good any such damage or injury.

The successful vendor will employ only orderly, competent and skillful employees to ensure that the services are carried out in a confidential and respectable manner.

The successful vendor will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

The information, reports, documentation, plans, etc. that are a product of this award by the successful vendor, will become the exclusive property of the Municipality of French River.

Terms and Conditions

Relating to the submission document:

- Provincial and Federal Taxes (H.S.T.)** - Tenders shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)
- Costs, Deliverables & Timelines** – as set out in Schedule A
- Other** - Vendors may include any additional information regarding their firm and/or services that may prove beneficial to the evaluation of the proposal. These would be provided in the form of appendices.

Relating to the Successful Candidates:

- **Contract** - The successful proponent may, within ten (10) days after being advised that they are the successful proponent, execute a contract in duplicate to the Municipality. A delivery date will also be agreed upon.
- **Purchase Order** - purchase order issued by the Municipality or French River must be obtained prior to commencement of any work or ordering of materials. The Municipality will not be held liable for any work/materials that do not comply to the details specified on the purchase order.
- **Notice of Acceptance** - Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the successful proponent at the number given by the proponent.
- **Payment** - Shall be made upon receipt of invoice following the receipt of the product (net 30 days) with completion of the work to the satisfaction of the Municipality.
- **Price** - The vendor shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this Request, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of French River.
- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- **Public Record** - Any personal information required on the proposal form is received under the authority of the Municipality. This information will be an integral component of the quote submission. All written proposals received by the Municipality become a public record; once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.

Health and Safety

General: Contractor must comply with the Occupational Health and Safety Act (OHSA), the Regulations for Construction Projects, the Municipality of French River safety policy and as well as complying with the prescribed requirements legislated in the Regulations for Industrial Establishments.

Competent person: Contractor is responsible using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of French River Safety policy.

Equipment & tools: All equipment and tools used by the contractor shall conform to Canadian Standards Association (CSA) or manufacture specifications. The Municipality of French River reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.

PPE: All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working on the job site.

Fall protection: Safety harness and lanyard are required by anyone working more than 3 meters above a surface. The safety harness must be secured to a fixed support so that a worker cannot fall more than five feet. Proof of certification shall be submitted before starting any work at height.

WHMIS: No hazardous material is to be stored or used on work site by the contractor unless the prescribed requirements concerning labelling material safety data sheets (MSDSs) and worker instruction and training are met.

MSDS: Material safety data sheets for all hazardous products shall be kept on site.

Weekly safety meetings: Contractor shall conduct weekly safety meetings with their workers and identify concerns or potential hazards on the job site. Weekly safety meeting shall be signed by all workers and a copy of the safety meeting shall be submitted to the contract administrator weekly.

Proof of training: The contractor shall submit within five (5) calendar days after the contract award, copies of WHMIS, copies of health and safety awareness, first aid certificate and certificates pertaining to the work being done for all workers working on the job site.

Reporting: Contractor must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Contractor shall also report accidents/incidents to the ministry of labour or any other appropriate authority required by legislation.

Supervision: Contractor shall comply with OHSA regulations.

Health & Safety Station: Contractor shall provide at all time a dedicated station for workers to have access to the contractors H&S manual, the emergency response plan, the OH&S Pocket book, MSDS sheets, WSIB information, Eye wash stations and emergency aid kit.

WSIB: Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

Selection Criteria

A combination of quality, experience and price will determine the successful firm. More specifically:

- The vendor's experience overall and particularly in relation to similar projects.
- The quality of the proposal.
- The proven ability to stay within project budget and meet project completion target date.
- Any additional features or advantages uniquely proposed by the vendor which the Municipality has not identified in the project deliverables or description.
- The vendor's financial proposal

The Municipality of French River is not obligated to award the service contract to the lowest or any firm. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any vendor by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal as well Any expenses incurred by the vendor in the preparation of the proposal submission are entirely the responsibility of the vendor and will not be charged to the Municipality.

Schedule "A" - Specifications/Scope of Work
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I _____ do hereby submit the following bid price to perform the
(Name of Company)

related work as outlined in the Scope of Work.

Scope of Work for: Hwy 64 Drain 10 - All work to be performed as per the Engineering Report.*	QTY	Unit Price	Total
Drain 10 STA 476 to STA 1+095 (as shown in green **) Drains brushing / grubbing, Bottom Cleanout	619 metres		
Sediment control			

* The Engineering Reports for each Drain are available at the Municipal Office or by contacting the Drains Superintendent at 705-662-1937.

**A plan of each Drain is attached to this Schedule

Proposed project completion target date: _____ in terms of
Days/weeks subsequent to awarding the quote

All or any proposals not necessarily accepted.

Name and Address of the Company

Phone: _____

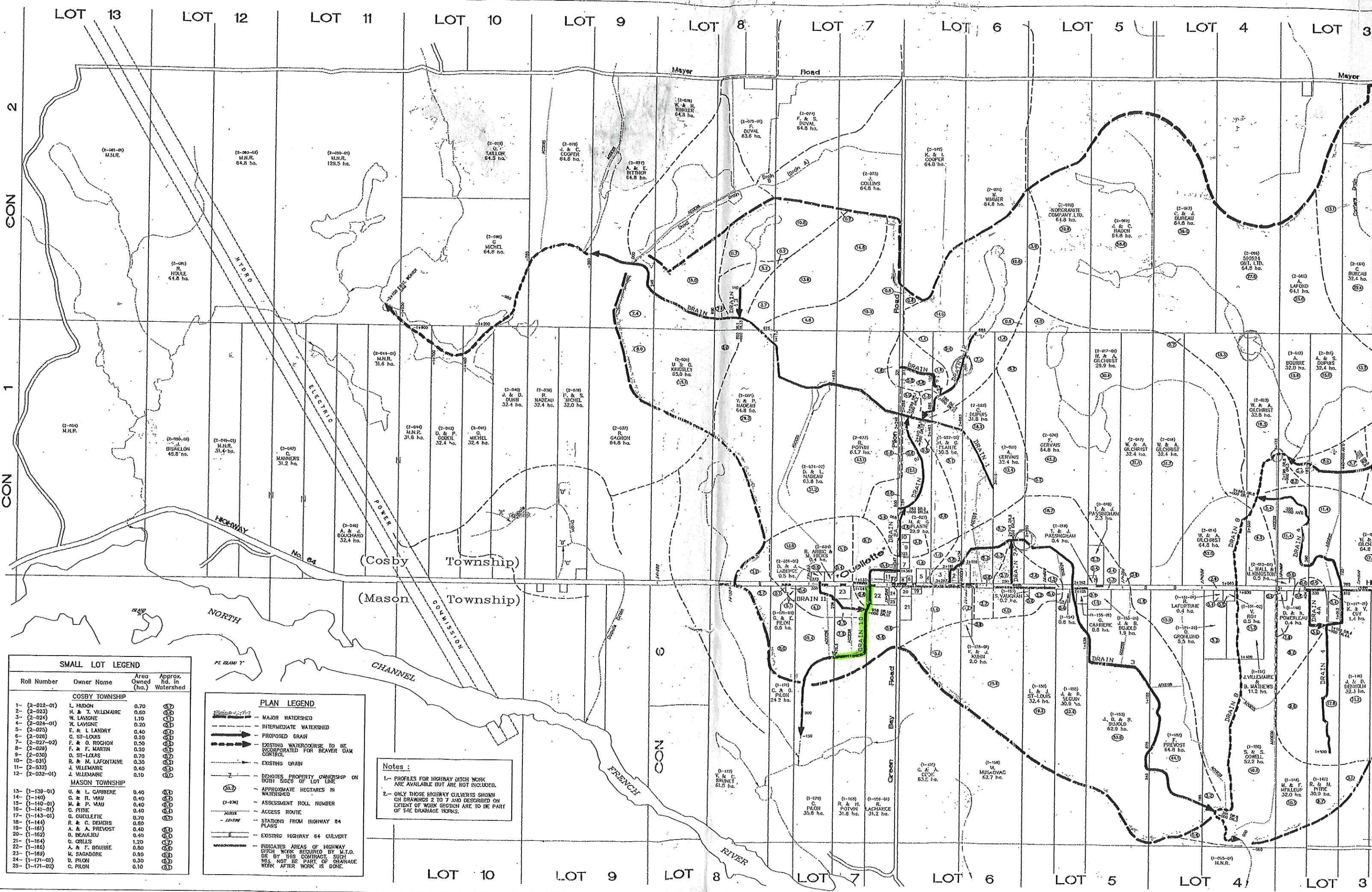
Fax: _____

Email: _____

Signed this ____ day of _____ 2017.

Print - Name & Title

Signature of person with authority to bind Company



SMALL LOT LEGEND			
Roll Number	Owner Name	Area Owned (ha.)	Approx. hd. in Watershed
COSBY TOWNSHIP			
1- (2-022-01)	L. HUDON	0.70	(37)
2- (2-023)	H. & T. YILLEMAIRE	0.60	(38)
3- (2-024)	W. LAVIGNE	1.10	(39)
4- (2-024-01)	W. LAVIGNE	0.20	(40)
5- (2-025)	E. & L. LANDRY	0.40	(41)
6- (2-026)	C. ST-LOUIS	0.20	(42)
7- (2-027-02)	F. & G. ROCHON	0.20	(43)
8- (2-028)	F. & F. MARTIN	0.20	(44)
9- (2-030)	O. ST-LOUIS	0.70	(45)
10- (2-031)	R. & M. LAFONTAINE	0.30	(46)
11- (2-032)	J. YILLEMAIRE	0.40	(47)
12- (2-032-01)	J. YILLEMAIRE	0.10	(48)
MASON TOWNSHIP			
13- (1-130-01)	U. & L. CARRIERE	0.40	(49)
14- (1-140)	G. & P. MAU	0.40	(50)
15- (1-140-01)	M. & P. MAU	0.40	(51)
16- (1-141-01)	C. PIERRE	0.40	(52)
17- (1-143-01)	G. GUELLETTE	0.70	(53)
18- (1-144)	R. & C. DEMERS	0.60	(54)
19- (1-161)	A. & A. PREVOST	0.40	(55)
20- (1-162)	D. BEAULIEU	0.40	(56)
21- (1-164)	C. GRILLS	1.20	(57)
22- (1-166)	A. & P. DUBRE	0.50	(58)
23- (1-169)	M. SAGADORE	0.80	(59)
24- (1-171-01)	D. PILON	0.30	(60)
25- (1-171-02)	C. PILON	0.10	(61)

PLAN LEGEND	
	MAJOR WATERSHED
	INTERMEDIATE WATERSHED
	PROPOSED DRAIN
	EXISTING WATERCOURSE TO BE INCORPORATED FOR BEAVER DAM CONTROL
	EXISTING DRAIN
	INDICATES PROPERTY OWNERSHIP ON BOTH SIDES OF LOT LINE
	APPROXIMATE HECTARES IN WATERSHED
	ASSESSMENT ROLL NUMBER
	ACCESS ROUTE
	STATIONS FROM HIGHWAY 64 PLANS
	EXISTING HIGHWAY 64 CULVERT
	INDICATES AREAS OF HIGHWAY DITCH WORK REQUIRED BY M.T.O. OR BY THIS CONTRACT. SUCH WORK WILL NOT BE PART OF DRAINAGE WORK AFTER WORK IS DONE.

Notes:
 1- PROFILES FOR HIGHWAY DITCH WORK ARE AVAILABLE BUT ARE NOT INCLUDED.
 2- ONLY THOSE HIGHWAY CULVERTS SHOWN ON DRAWINGS 2 TO 7 AND DESCRIBED ON EXTENT OF WORK SECTION ARE TO BE PART OF THE DRAINAGE WORKS.