



**TOWNSHIP OF MADOC
REQUEST FOR QUOTE**

SUPPLY, HAUL, TREAT AND STOCKPILE SCREENED WINTER SAND

CLOSING DATE:

TUESDAY, JULY 31, 2018 AT 4:00 PM (local time)

TO: TOWNSHIP OF MADOC

Kyle Hawkins Schulz
Road Superintendent
15651 Highway 62
Box 503
Madoc, Ontario K0K 2K0

FROM: Company Name _____

Address: _____



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LETTER OF TRANSMITTAL

TO: Reeve and Council
Township of Madoc
Box 503, Madoc, Ontario K0K 2K0

Dear Reeve and Council:

The Contractor has carefully examined the Information to Bidders, Quote Requirements, Specifications and Conditions, and Special Provisions referred to or detailed in this Quote and has carefully examined the sites and locations of the work to be done under this Quote, and the Contractor understands and accepts the said Quote Requirements, Specifications and Conditions and, for the prices set forth in this Quote, hereby, offers to furnish all materials, except as otherwise specified in the Quote, and to complete the work in strict accordance with the Quote Requirements Specifications and Conditions referred to in the Quote.

Attached to this Quote is a certified cheque in the amount specified in the "Information to Bidders Section", made payable to the Township of Madoc. The proceeds of this cheque shall, upon acceptance of the Quote, constitute a deposit which shall be forfeited to the Township if the Contractor fails to complete the work in accordance with the Quote Requirements Specifications and Conditions of this Quote.

This offer shall be irrevocable for the period of thirty days following the date of the Quote Closing. Notification of Acceptance shall be made by prepaid post, addressed to the Contractor at the address contained in the Quote and upon such notification of acceptance, the within quote shall constitute the contract between the parties. Therefore, no agreement for or other separate document will be required.

It is agreed that the quantities are an estimate only and may be increased or decreased by the Township without alteration of the contract price. However, should such increase or decrease exceed 35% then either party to the contract may request, in writing, that negotiations be carried out to determine if a revised unit price would be appropriate.

Witness of Signature

Signed: _____

Name of Person Signing

Name of Firm or Company



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INFORMATION TO BIDDERS AND QUOTE REQUIREMENTS

INFORMATION TO BIDDERS

1. QUOTE CLOSING DATE:

Tuesday, July 31st, 2018 at 4:00 p.m. local time

2. COMPLETE QUOTE:

All pages of the Quote must be returned.

3. CONTRACTORS WORK SCHEDULE

The contractor shall arrange and establish a schedule of work during normal work hours (weekend work will not be permitted) with the Township Road Superintendent. Weigh tickets are required at the end of each day. All work shall consist of two (2) stockpile replenishments with the first refill to be completed by September 20, 2018 and the second (final) refill to be at the Road Superintendent's discretion before 'half load' season 2019, **An 80 foot conveyor/stacker must be used.** Screened winter sand meeting MTO specifications to be mixed with salt (provided by Township) on site and placed in dome.

4. QUOTE DEPOSIT:

A certified cheque in an amount of not less than 10% of the total Quote shall be submitted with the Quotes. It will constitute a Quote deposit that will be retained until the Contract has been completed and accepted by the Township Road Superintendent. Quote Deposit Cheques of the unsuccessful bidders will be returned within seven (7) days of the opening of quotes.

5. LIABILITY INSURANCE

The contractor shall take out and keep in force until the date of acceptance of the entire work by the Township, a comprehensive policy of public liability and property damage insurance acceptable to the Township, providing insurance coverage in respect of any one accident to the limit of at least \$5,000,000.00 exclusive of interest and cost, against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property and such policy shall name the Township of Madoc as an additional insured thereunder and shall protect the Township against all claims for all damage of injury including death to any person or persons and for damage to any property in the Township or any other public or private property resulting from or arising out of any act or omission on the part of the contractor or any of his servants or agents during the execution of the contract shall forward a certified copy of the policy or certificate thereof to the Township before the work is started.



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INFORMATION TO BIDDERS

AND

QUOTE REQUIREMENTS

6. NON FULLFILLMENT OF CONTRACT:

If the contractor neglects or fails to start the work, or fails to complete or proceed with the work, the Township shall have the right to retain his quote deposit cheque and any money that may be owing to the Contractor and use the money to complete the contract.

7. LIQUIDATED DAMAGES

It is agreed by the parties to the contract that in case all the work called for under the contract is not finished or completed by the date of completion specified aforementioned, a loss or damage will be sustained by the Owner. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss of damage which the Owner will suffer in the event of land by reason of such delay, the parties hereto agree that the Contractor will pay to the Owner the sum of TWO HUNDRED DOLLAR (\$200) as liquidated damages for each and every calendar day delay in finishing the work beyond the prescribed completion date. It is agreed that this amount is an estimate of the actual loss or damage to the Owner which will accrue during the period in excess of the prescribed date of completion.

The Owner 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 the any other remedy, action or other alternative that may be available to the Owner.

8. PAYMENT

After the work has been accepted by the Township Road Superintendent, a detailed statement summarizing the final quantities and prices will be sent to the Contractor, who will certify it to be correct and forward same to Township for Payment.



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QUOTE REQUIREMENTS

1. The correct Quote Form, as supplied by the Township for this Contract must be used and in the possession of the Clerk for the Township of Madoc before 4 p.m., local time, on the Closing Date shown in the "Information to Bidders" section of this quote. Quote must be marked as "Winter Sand RFQ 2018".
2. The Quote item unit price, total price and all other entries must be legible.
3. The Quote must not be restricted by a statement added to Quote Form or a covering letter, or alterations to the Quote Form provided by the Township.
4. The Quote "Letter of Transmittal" (page 2) must be signed by a responsible official of the Company or Firm submitting the quote in the space provided. The signature of the signing official must be duly witnessed.
5. The Contractor will be required under the terms and conditions of this contract to refill sand domes when required (prior to half load season 2019) under the same unit price as bid.
6. Sample Required – supply 1 - 20kg sample of type of screened winter sand being quoted on; to be included when handing in the quote on or before Tuesday, the 31st of July 2018. These samples will be used as quality control samples for comparison purposes and must meet MTO specifications. Samples can be dropped off at the Township Yard at 15651 Highway 62. Label on sample container (bag or bucket) to include:
 - location sample is taken from
 - type of screened winter sand (ex. MTO Spec 531)
 - date, weight, and name of person gathering the sample

Basis of Rejection of Quote

Quotes may be rejected for any one of the following reasons:

- a) Quotes received after closing date.
- b) Quotes received on other than the RFQ form supplied.
- c) Quotes not completed in ink.
- d) All items not quoted (except where RFQ form clearly states that award may be made for individual items.)
- e) Qualified or conditional quotes.
- f) Quotes not properly marked, signed or sealed.
- g) Sample supply not provided with quote.
- h) Sample does not meet MTO Specifications.



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ITEM NO.	MTO SPEC.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	QUOTE PRICE
1	531 S.P.	Supply, haul, treat and stockpile screened winter sand	2,000 Tonnes approx.		

13% H.S.T. _____
Total Price _____

STORAGE LOCATIONS

1. Madoc Township Roads Garage
Storage Yard (stockpile in dome) at 15651 Highway 62 just South of Eldorado, Ontario

The Specifications pertaining to this Tender are MTO Standard Specifications.

NOTE: SALT WILL BE SUPPLIED BY THE TOWNSHIP

Location:

1. Estimated quantity 2,000 tonnes

Signed: _____

Printed name: _____

Phone Number: _____

Address: _____

Dated at _____ this _____ day of _____, 2018.