



REQUEST FOR QUOTATION

SNEMS Ambulance Base, Snow removal and Ice Control

December 1st-2023 to May 15th-2026

Quote No. 2023-05

Bid Closing: November 14th, 2023

Municipality of Shuniah, SNEMS Ambulance Base
Snow Removal and Ice Control

INVITATION TO QUOTE

The Municipality of Shuniah, is inviting qualified contractors to submit their bids, for the snow removal and ice control for the new SNEMS Ambulance Base located at 1801 Lakeshore Drive East, Shuniah, ON. for a period of three (3) years commencing December 1st, 2023, to May 15th, 2026.

Owner: Municipality of Shuniah
420 Leslie Avenue
Thunder Bay, ON.
P7A 1X8
Ph: 807-683-4545
Fax: 807-683-6982

BID SUBMISSION

- 1.0) Bid documents must be returned in a sealed envelope clearly marked “Shuniah SNEMS Ambulance Base, Snow Removal and Ice Control” complete with bidder’s Company name and Bid reference number at the Municipality of Shuniah Administrative Office, 420 Leslie Avenue, Thunder Bay, Ontario P7A 1X8, before 2:00 pm (local time) on November 14th, 2023.
- 1.1) Bids will be opened publicly immediately after the official closing time.
- 1.2) Bids submitted by facsimile or electronically will not be considered.
- 1.3) All pages contained in the bid documents form an integral part of this bid.
- 1.4) The lowest or any bid will not necessarily be accepted. The owner may decide, at its sole discretion, that no bid submitted will be accepted and no contract will be awarded pursuant to this bid process. If the owner elects to reject all bids, all bidders will be notified and the owner will not be liable to any bidder in preparing the bid, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5) Bidders are required to check the Municipality of Shuniah website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the bid documents, the contract administrator will prepare an addendum and post it to the Municipality of Shuniah website.
- 1.6) Partial or incomplete bids will not be considered.
- 1.7) In case of a corporation that has a corporate seal, the corporate seal shall be affixed to the bid form.

QUESTIONS AND CLARIFICATIONS

- 2.0) Enquiries, request for explanation, interpretations or clarifications must be submitted by email to Craig Baumann, Manager of Operations at pw@shuniah.org . Only those inquiries submitted by email will be considered. Emails submitted must include the quotation title and quotation reference number.
- 2.1) Enquiries will be received up to noon local time on November 9th, 2023. Enquiries received after the date and time noted will not receive a response.

BID OPENING

- 3.0) Bids will be opened publicly.
- 3.1) Bids received after the official closing time is considered LATE and will not be accepted and will be returned unopened to the bidder.

ADJUSTMENT OR WITHDRAWAL OF BIDS

- 4.0) Adjustment by telephone, facsimile or letter for a bid already received will not be considered. A bidder desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
- 4.1) Bidders may withdraw its bid at any time prior to closing provided the withdrawal: i) is in the form of a letter and, ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and; iii) is signed by the bidder's duly authorized signing officer; BID DOCUMENT DISCREPENCIES AND OMISSION
- 5.0) Bidders are responsible to review the bid documents and to verify they are complete. If the bidder finds discrepancies or omissions from the drawings, specifications and other documents, the bidder should submit a written request for correction to the contract administrator. Any required correction, addition, deletion, or revision to the bid documents will be by written addenda to the bid documents issued by the contract administrator by posting to the Municipality of Shuniah website.

REQUEST OF APPROVED EQUALS AND ALTERNATIVES

- 6.0) Request for equals to the material, equipment or methods of fabrications specified, should be submitted in writing to the contract administrator. These requests should contain pertinent data such as specifications, construction and operational characteristics, cost savings etc. in order to assist the contract administrator in his decision. Approvals for equals will be in the form of addenda. The contract administrator is not obligated to review and approve equals prior to the bid closing time.

Municipality of Shuniah, SNEMS Ambulance Base
Snow Removal and Ice Control

QUOTE FORM:

- 1.1) I/we recognize the right of the owner to reject any and all bids for any reason without explanation and that the lowest bid may not necessarily be accepted.
- 1.2) I/we understand that my/our bid will be subject to rejection unless it is prepared in strict accordance with all the requirements of the bid documents.
- 1.3) All pricing shall be in Canadian funds, all applicable taxes included with the exception of HST which will be considered as extra to the cost
- 1.4) I/we hereby acknowledge receipt of the following addenda ____ to ____ forming part of the bid documents (If none have been received, write the word none)
- 1.5) Bids shall be irrevocable and shall remain open for acceptance by the owner for a period of 30 calendar days from closing.
- 1.6) If a discrepancy is found in the bid form between the unit price and the total amount, the unit prices shall be considered as representing the intention of the bid.

Municipality of Shuniah, SNEMS Ambulance Base
Snow Removal and Ice Control

FORM OF QUOTE

Having carefully examined the specifications as well as the quote document including all addenda and instruction to bidders, I/we, the undersigned, hereby offer to furnish the specified equipment, expeditiously and in the satisfactory manner and accept in full payment the stipulated sum of

Dollars \$ _____ +HST (From December 1st, 2023, to May 15th-2026)

In addition of the above scope of work and price breakdown, the contractor shall include with this quotation, an hourly rate of all available equipment. (Hourly rates shall include operator, fuel, insurance, and any other expense)

a. _____	\$ _____/Hour
b. _____	\$ _____/Hour
c. _____	\$ _____/Hour
d. _____	\$ _____/Hour
e. _____	\$ _____/Hour
f. _____	\$ _____/Hour
g. _____	\$ _____/Hour
h. _____	\$ _____/Hour

Signatures:

Vendor full business name:

Vendor full business mailing address:

Phone No: _____ Fax No: _____

Email: _____

Signature: _____ I have the authority to bind this
company/corporation

NAME: _____ (Please Print)

TITLE: _____ (Please Print)

Dated at _____ this _____ day of _____, 2023

CORPORATE SEAL:

APPENDIX "A"

PREVIOUS EXPERIENCE

Please indicate three (3) past/current related work experience

All bidders must demonstrate similar experience by providing references from a government/public sector entity of similar nature. Bidders without or with insufficient government/public sector experience may be disqualified. Past experience with the Municipality will also be considered. Prior poor performance with the Municipality may result in disqualification. Decisions of disqualification by the Municipality will be deemed final and will be given to the bidder in writing.

Reference#1

Project Title & brief description of work:

Project start date: _____ Project end date: _____

Total value of contract awarded: \$ _____

Owner or Contractor who awarded contract:

Contact person: (Full Name) _____ Phone: _____

Reference#2

Project Title & brief description of work:

Project start date: _____ Project end date: _____

Total value of contract awarded: \$ _____

Owner or Contractor who awarded contract:

Contact person: (Full Name) _____ Phone: _____

APPENDIX "A"

PREVIOUS EXPERIENCE

Reference#3

Project Title & brief description of work: Project Title & brief description of work:

Project start date: _____ Project end date: _____

Total value of contract awarded: \$ _____

Owner or Contractor who awarded c MUNICIPALITY OF SHUNIAH SECTION 1 SNOW REMOVAL AND ICE CONTROL

INVITATION TO QUOTE

contract: _____

Contact person: (Full Name) _____ Phone: _____

HEALTH & SAFETY

General: Contractor must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of Shuniah safety policy.

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 Shuniah Safety policy.

Equipment & tools: All equipment and tools used by the contractor shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of Shuniah 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 times while working in prescribed areas.

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.

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

GENERAL LIABILITY INSURANCE

The successful Bidder's General Liability Insurance policy shall not be less than \$5,000,000 (five million dollars) per occurrence. The successful Bidder agrees to provide proof of a General Liability insurance policy in the amount of not less than \$5,000,000, (five million dollars) per occurrence, to indemnify the Corporation of the Shuniah against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the service under this Proposal.

The Municipality shall be included as an "additional insured" on the successful Respondent's insurance policy.

PROTECTION OF WORK & PROPERTY

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

PERFORMANCE

Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Respondent.

CHARACTER AND EMPLOYMENT OF STAFF

The successful contractor shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner. Workmanship and services shall be of the best quality, executed by employees qualified, experienced and thoroughly skilled in the respective duties for which they are employed.

Decision as to the quality or professionalism of workmanship in case of any dispute rests solely with the contact administrator, whose decision is final.

Contractor will be informed about any unsatisfactory performance, as identified by the contractor administrator, and given a reasonable opportunity to remedy. Unresolved unsatisfactory performance issues may result in termination of the remainder of the contract. The Municipality reserves the right to disqualify a contractor due to the contractor's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts.

ASSIGNMENT OF CONTRACT

The successful contractor shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Corporation, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

SUB-CONTRACTORS

No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The contractor is fully responsible to the Municipality for the acts and omissions of sub-respondents and/or persons directly or indirectly engaged by the contractor in respect to this work. Sub-contractor will be required to abide by all the requirements of the Proposal document as though the primary successful contractor (Insurance, WSIB, Health & Safety Policy, etc.). The contractor agrees to bind every sub-contractor by the terms of the RFQ documents as far as it is applicable to their work.

PAYMENT

All Invoices submitted by the Consultant must show the project name, the Project reference number and the Contract administrator's name.

Change orders will only be processed if submitted with a change order notice signed by the contract administrator.

Only original copy of invoices will be processed for payment. Invoices must indicate the landfill site and a detailed breakdown of hours.

Contractor shall invoice on an equal monthly billing from November 1st to May 15th of each year for the duration of the 3-year contract.

TERMINATION

The owner shall have the right to terminate this project whenever and for whatever reason it chooses. Such termination shall be effective thirty (30) days following written termination notice to the contractor or at the time specified in such termination notice. The Owner shall pay the contractor for the portion of services completed up to the time of the termination.

Municipality of Shuniah, SNEMS Ambulance Base
Snow Removal and Ice Control

GENERAL.

- 1.1) The snow removal and Ice control shall be for a duration of 3 years. • December 1st -2023 to May 15th-2026.
- 1.2) Location; 1801 Lakeshore Drive East, Shuniah, ON.

SCOPE OF WORK

- 2.0) Bidders are responsible for visiting the site to ascertain the extent and nature of all conditions affecting the performance of the Service/Work.
- 2.1) Snow removal & ice control shall include, but not be limited to:
 - Removal of snow and ice from all building entrances, overhead doors, sidewalks and all perimeters of transformers, storage facilities, block heater pedestals and garbage bins.
 - Shoveling of all walkways (front main entrance, back location), walkway to entrances.
 - Removal of snow must allow to retain all available parking spaces.
 - Preventive measures to preclude ice and snow build-up. • Removal of snow and ice.
 - Removal of snow to create escape path from emergency entrance.
 - Vehicle Pedestals.
- 2.3) The Contractor shall perform the service/work in accordance with site design condition, applicable Bylaws, codes and regulations, and the requirements of the Municipality of Shuniah as Specified herein.
- 2.4) The Contractor shall provide snow removal and ice control whenever the snow accumulates to 5 cm (2 inches) or more on the service Areas:
 - Clearing snow from entrance ways when accumulation exceeds 5cm (2 inches)
 - Salting or sanding the entrance ways where the concrete, brick or asphalt does not allow for winter-appropriate traction for pedestrians or wheelchairs.
- 2.5) Snow shall be cleared and piled in such a manner as not to interfere with parking or pedestrians and vehicle traffic.
- 2.6) The Contractor shall remove snow from interlocking brick/paving stone areas, concrete sidewalks, bollards and vehicle pedestals.

Municipality of Shuniah, SNEMS Ambulance Base
Snow Removal and Ice Control

- 2.7) The Contractor shall schedule the Services/Work to minimize any disruption of activities at each facility.
- 2.8) Snow removal & ice control activities are to be conducted seven days per week, 24 hours a day including statutory holidays.
- 3.0) Should the Contractor fail to report to the Sites in a timely manner, the Municipality of Shuniah reserves the right to arrange for the provision of snow removal & ice control by other contractors at the Contractor's expense.

Municipality of Shuniah, SNEMS Ambulance Base
Snow Removal and Ice Control

Site Plan

