



# Township of Dorion

Request for Proposal

ASPHALT PAVING – FIRE HALL/ CENTENNIAL BUILDING PARKING LOT

## PW2024 - 02

### PROPOSAL INFORMATION FORM

Request for Proposal will be received by: Township of Dorion  
[mavis@doriontownship.ca](mailto:mavis@doriontownship.ca)

Inquiries Contact: Don Fredrickson  
Public Works Supervisor  
(807)-857-2295  
(807)-887-7090  
[publicworks1@bellnet.ca](mailto:publicworks1@bellnet.ca)

Closing Date & Time: June 25, 2024 – 3:00 p.m.

Opening Location; Date; Time: June 25, 2024 – 3:15 p.m.  
Municipal Office  
170 Dorion Loop Road  
Dorion, ON P0T 1K0

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## SUBMISSIONS OF REQUEST FOR PROPOSALS (RFP)

### Notice to all bidders:

1. Submissions shall be submitted on and in accordance with forms supplied by the Township of Dorion.
2. Submissions are to be submitted by email to: [mavis@doriontownship.ca](mailto:mavis@doriontownship.ca) with the **Subject Line: "PW2024-02"**. No sealed/hard copy submission is required.
3. **Submissions received by the Township later than the closing date and time will NOT be considered.** It is the bidder's responsibility to ensure that the RFP submission is received by the Township prior to the submission deadline. **The Township recommends that Proponents allow sufficient time when submitting their RFP to avoid and resolve any issues that may arise with electronic submissions.**

All proposals received will be held, unopened and in strict confidence until after the closing date and time.

4. No information provided orally by the Township shall be binding nor shall it alter the proposal requirements.
5. To be considered valid, the Request for Proposal must be complete, legible and signed in ink by the authorized company official. All details must be typed or written in ink and must be submitted on the forms provided. If a lengthy description is necessary, attach separate sheet(s), which will be considered part of the proposal. Any attachments must be listed on the main tender document. Any erasures, overwriting or strike-overs must be initialed by the person signing for the proponent.
6. By submission of a clear and detailed written notice, the proponent may amend or withdraw their submission prior to the closing date and time. At closing time all submissions become irrevocable.
7. Prices indicated shall be net prices and shall remain unchanged during the period stipulated in the Request for Proposal. All unit prices shall be taken into consideration as part of the award. All unit prices must be clearly indicated and must be extended and totaled. In the event of a discrepancy between the unit price and total sum, the unit price will be used to evaluate the bid.
8. Taxes: HST, where applicable must be shown separately.
9. The Township reserves the right to accept or reject any or all Proposals.
10. The Township reserves the right to modify any and all requirements stated in the RFP and that **each proponent understands and agrees that the proposal quantities are estimated only and may be increased or decreased by the Township without alteration of the proposal price.**

11. The lowest price proposal will not necessarily be accepted.
12. The Township reserves the right to enter into negotiations with a contractor and any changes to the Proposal that are acceptable to both parties will be binding.
13. The Township reserves the right to request interested parties to:
  - a) Address specific requirements not adequately covered in their initial RFP submission
  - b) Clarify information in the response
14. Within **fourteen (14) days** upon acceptance of this Request for Proposal, a certified cheque, bank draft or money order made payable to the Township of Dorion, in the amount of ten percent (10%) of the total tender amount, shall be submitted by the successful bidder as a security for contract commencement, performance, and completion as laid out in the Request for Proposal.
15. The Successful Proponent must provide Insurance Certificates with the Township of Dorion named as an additional insured.
16. The Successful Proponent must submit to the Township of Dorion a WSIB Clearance Certificate.
17. The Successful Proponent's bid shall be awarded by a by-law of Council. An award of contract may take the form of an agreement or a purchase order.
18. An award of a Proponent's bid will be in favour of a bidder meeting the specifications, terms and conditions of the Request for Proposal. In addition to price, consideration will be given to:
  - Knowledge of municipal operations, systems and services
  - Ability/experience to perform in accordance with the proposal
  - General reputation of performance from previous employers
19. All contactors, subcontractors and suppliers to the Township of Dorion shall comply with all legislation and regulations which may be applicable to the Request for Proposal.
20. All expenses incurred by the Proponent in the preparation of the Proposal submission are entirely the responsibility of the Proponent and will not be charged to the Township of Dorion.
21. The Successful Proponent shall indemnify and hold the Township of Dorion harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other persons for whom the Proponent is legally responsible.

## **SCOPE OF WORK**

The Township of Dorion is inviting proposals from qualified bidders to remove existing bumper rails. Supply, place and compact 50mm of Granular 'A' and 50 mm HL4 Asphalt, with line painting upon completion, including two (2) handicap spaces. Parking lot is to be closed to pedestrian and vehicular traffic.

**Area to be paved is approximately 2307 m<sup>2</sup>.**

### **SITE VISIT RECOMMENDATION:**

A site visit is being recommended by the Township of Dorion, Public Works Supervisor, due to the current sub-base in the lot. Proponents will be able to take measurements during the site visit. Contact the Public Works Supervisor to schedule a site visit.

Payment at the price of the Successful Proponent shall be compensation in full for performing the work specified in the proposal item and for the supply of all materials, labour, equipment, except as otherwise provided in the proposal, necessary to complete the work to the satisfaction of the Township of Dorion.

Start Date: **July 2, 2024**    Completion Date: **September 15, 2024**

The above dates may be amended by the Public Works Supervisor as provided in writing and agreed upon by the Public Works Supervisor and Successful Proponent.

## **PROPOSAL REQUIREMENTS**

1. The Contractor shall complete and submit the following original documentation with the Request for Proposal:
  - a) Proposal Information Form
  - b) Contractor's Safety Plan
  - c) Unit Price Summary Sheet
  - d) Equipment Schedule
  - e) Declaration of Contract Offer
  - f) Occupational Health and Safety Declaration
  - g) AODA Contractor Compliance Statement Form
  - h) Conflict of Interest Declaration
  - i) Current Level 2 CVOR Abstract
  
2. The Contractor shall submit the following completed forms prior to commencement of project:
  - a) Certificate of Insurance for Comprehensive General Liability and Property Damage Coverage ~ Liability limits shall be a least \$2,000,000.00 per occurrence and must include the Township of Dorion named as an additional insured, with a minimum thirty (30) days' notice of cancellation.
  - b) WSIB Clearance
  - c) Equipment Schedule
  - d) Updated Current Level 2 CVOR Abstract
  
3. Within **fourteen (14) days** upon acceptance of this Request for Proposal, a certified cheque, bank draft or money order made payable to the Township of Dorion, in the amount of ten percent (10%) of the total tender amount, shall be submitted by the successful bidder as a security for contract commencement, performance, and completion as laid out in the Request for Proposal.

## **CONTRACTOR'S SAFETY PLAN**

The Township of Dorion is statutorily obligated to ensure that the Work is undertaken and completed in a safe manner. Therefore, the Contractor must satisfy the Township that he/she understands this duty and is able to meet the obligation.

As part of a monitoring process, the Township reserves the right to regularly review the Contractor's documentation and records for compliance to the Occupational Health and Safety legislation.

***Attach a separate sheet if additional information is provided.***

1. What process do you have in place to ensure that information, instructions and supervision are provided to your employees to protect their health and safety?
2. Do you have a regular preventative maintenance for your equipment? Is written documentation available for review?
3. What certification/licences will your operators have before beginning work? Are these certificates on file and readily available for review? Are they current? (WHMIS, First Aid, DZ, etc.)
4. Outline the procedure you use if a personal or vehicular accident occurs? (i.e. who is contacted, any documentation that occurs, etc.)

5. Do all employees have safety equipment (safety boots; hard hat, etc.)? What process do you have in place to ensure compliance while working within the Township of Dorion?

6. Outline your procedure to report an injury or accident? Are you familiar with the written requirements for the Occupational Health and Safety legislation and are the requirements at hand and easy to consult?

Date: \_\_\_\_\_, 2024

\_\_\_\_\_  
(Signature of Authorized Signing Authority)



## OCCUPATIONAL HEALTH AND SAFETY DECLARATION

Will you employ workers for this contract?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, what is your WSIB number? \_\_\_\_\_

In submitting this Request for Proposal, \_\_\_\_\_ certifies that:  
(Contractor)

- a) I/We have a Health and Safety Policy as required by clause 25(2)(j) the Occupational Health and Safety Act, R.S.O. 1990 c.0.1, as amended. Although, the requirement above, does not apply to employers of five or less employees, Contractors will be required to submit a safety plan as requested on page 7 & 8 of the Request for Proposal.
  
- b) The contractor acknowledges his responsibility under the OHSA and ensures all work is carried out in accordance with the OHSA and regulations, ensures that competent supervision is provided, appropriate information and instruction to all workers is provided with respect to OHSA and the inherent hazards of the work undertaken, are understood by the employee.
  
- c) I/We agree to take every reasonable precaution to ensure the worker's health and safety.

\_\_\_\_\_  
(Signature of Authorized Signing Authority)

Date: \_\_\_\_\_, 2024

## **AODA CONTRACTOR COMPLIANCE STATEMENT FORM**

I/We, certify that we are in **full compliance** with the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and have provided the necessary training to staff (employees, agents, volunteers, or others for whom we are responsible).

I/We are required to comply with all relevant/applicable and any future additions or modification to legislation as they become enacted to accessibility standards and regulations.

In accordance with the requirements of Section 7 and 80.49 of Ontario Regulation 191/11 the training that I/We provided includes the following content:

1. A review of the purpose and requirements of the Accessibility for Ontarians with Disabilities Act and the Human Rights Code;
2. The accessibility standards referred to in the Integrated Accessibility Standards Regulation.

The necessary training will be delivered on an ongoing basis to new staff (employees, agents, volunteers, or others for whom we are responsible) prior to providing goods or services to, or on behalf of, the Corporation of the Township of Dorion.

I/We shall ensure that training records are maintained, including dates when training is provided, the number of personnel who received training and individual training records. I/ We are to ensure that this information is available to the Corporation of the Township of Dorion, any time during the Term of the Contract.

I/We shall only assign those staff who have successfully completed training, in accordance with Section 7 and 80.49 of O. Reg. 191/11, to provide services to, or on behalf of, the Corporation of the Township of Dorion.

Training resources:

- Access Forward: Training for an Accessible Ontario - [www.accessforward.ca](http://www.accessforward.ca)
- Human Rights Code Training - [www.ohrc.on.ca/en/learning/working-together-code-and-aoda](http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda)
- AODA Compliant Toolkit - [www.accesson.ca](http://www.accesson.ca)
- Township of Dorion Accessibility - [www.doriontownship.ca/township/accessibility](http://www.doriontownship.ca/township/accessibility)

**AODA CONTRACTOR COMPLIANCE STATEMENT FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Title(s): \_\_\_\_\_

Signature (s): \_\_\_\_\_ Date: \_\_\_\_\_

*I/We have the authority to bind the Company.*

**CONFLICT OF INTEREST DECLARATION**

I/We hereby declare that there is not nor was there any actual or potential conflict of interest or unfair advantage in our submitting the Bid or performing the work required by the Agreement.

In submitting the bid, our company has no knowledge of or the ability to avail ourselves of confidential information where the confidential information would be relevant to the work required, the pricing or the Request for Proposal evaluation process.

\_\_\_\_\_  
(Signature of Authorized Signing Authority)

Date: \_\_\_\_\_, 2024

**UNIT PRICE SUMMARY SHEET**

All items on bid form must be quoted. Incomplete bids will not be accepted.

Price includes all materials; labour and equipment

| Location  | Unit           | Est. Quantity | Unit Price | Amount |
|---|----------------|---------------|------------|--------|
| <b><u>Fire Hall / Centennial Building</u></b><br>180 Dorion Loop Road, Dorion, ON | m <sup>2</sup> | 2307          | \$         | \$     |
| HST 13%   |                |               |            | \$     |
| <b>TOTAL</b>  |                |               |            | \$     |

**EQUIPMENT SCHEDULE**

This document must be completed as it forms part of the completed Request for Proposal. Any additional equipment, labour or material required to meet this obligation shall not increase the bid price.

| Unit Type | Vehicle<br>-owned<br>-leased | Serial # | Make/<br>Year | Licence<br># | Truck<br>R.G.V.W. | Operating<br>Licence# | CVOR<br># |
|-----------|------------------------------|----------|---------------|--------------|-------------------|-----------------------|-----------|
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**DECLARATION OF CONTRACT OFFER**

I/We have carefully examined ALL Request for Proposal documents and the location of the Work to be completed under this Contract. I/We understand that all provisions in the RFP package constitute an important part of the Request for Proposal. A bid submission shall include:

- a) Proposal Information Sheet
- b) Contractor’s Safety Plan
- c) Unit Price Summary Sheet
- d) Equipment Schedule
- e) Declaration of Contract Offer
- f) Occupational Health and Safety Declaration
- g) AODA Contractor Compliance Statement Form
- h) Conflict of Interest Declaration
- i) Current Level 2 CVOR

I/We understand and accept these RFP documents and for the price set forth in this Bid, hereby offer to furnish all material, labour and equipment and to complete the required Work in strict accordance with the RFP documents.

The Bidder expressly warrants that the prices contained in the Bid are quoted in utmost good faith.

I/We give my/our permission to the Township of Dorion to make inquiries regarding work performance with previous employers. YES \_\_\_\_\_ NO \_\_\_\_\_

**THE CONTRACTOR BY THIS BID OFFERS TO COMPLETE THIS CONTRACT IN ACCORDANCE WITH THE TERMS CONTAINED HEREIN.**

START DATE: **July 2, 2024**

COMPLETION DATE: **September 15, 2024**

The above dates may be amended by the Public Works Supervisor as provided in writing and agreed upon by the Public Works Supervisor and Successful Proponent.

\_\_\_\_\_  
(Signature of Authorized Signing Authority)

DATE: \_\_\_\_\_, 2024

**The Township of Dorion reserves the right to reject any or all Requests for Proposals and to award the Contract in the best interests of the Township in its sole and unfettered discretion.**