REQUEST FOR QUOTATION

FALL 2025 GRANULAR RESURFACING PROJECT

(Dokis)

Quote No.

2025-027

Bid Closing: September 18th, 2025





www.westnipissingouest.ca



SECTION 1.0 INSTRUCTION TO BIDDERS

INVITATION TO QUOTE

The Municipality of West Nipissing is seeking qualified contractors to supply labour, material and equipment for Granular Resurfacing projects. Located on Dokis road as specified in bid document.

Owner: Municipality of West Nipissing

101-225, Holditch St.

Sturgeon Falls, On P2B 1T1

Phone: 705-753-2250

Fax: 705-753-3950



GRANULAR RESURFACING

SECTION 1.0 INSTRUCTION TO BIDDERS

BID SUBMISSION

- 1.0) Bid documents must be returned in a sealed envelope <u>clearly marked</u> "Fall Granular Resurfacing Dokis Road" <u>complete with bidder's Company name and Bid reference number</u> to the Municipality of West Nipissing town hall, 101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1, before 11:00AM (local time) on September 18th, 2025 (the "Official Closing Time").
- 1.1) Bids will be deemed to have been received when a Municipality representative has stamped the envelope with the time and date of receipt with the time clock located at the Services counter. The time clock located at the services counter is the official time piece. Bids may also be submitted through the exterior drop box at Town Hall, 225 Holditch Street, Sturgeon Falls. Bids submitted through the exterior drop box will be recorded as received when the drop box is opened the following morning.
- **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)** Bidders may bid on single projects (roads) or all projects. Each project is to be individually priced. Contracts will be awarded per project (road).
- 1.5) 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 quote, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.6) Bidders are advised that the Municipality functions through its Policy No. 2006-332 "Validity of Tenders" and by its By-Law No 2016-89 (including the most current amendments), "By-law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing" (Purchasing By-Law).
- 1.7) Bidders are required to check the Municipality of West Nipissing 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 West Nipissing website.
- **1.8)** Partial or incomplete bids will not be considered.



SECTION 1.0 INSTRUCTION TO BIDDERS

1.9) 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 Shawn Remillard (sremillard@westnipissing.ca). Only those inquiries submitted by email will be considered. Emails submitted must include the bid title and bid reference number.
- **2.1)** Enquiries will be received up to 11:30 AM local time on September 11th, 2025. Enquiries received after the date and time noted will not receive a response.

BID OPENING

- **3.0)** Bids will be opened immediately after Bid Closing time. Only the names of the Bidders, bid price and the required bid security will be disclosed. Bid opening will be available via live stream on the Municipality's web site.
- **3.1)** Bid 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;



SECTION 1.0 INSTRUCTION TO BIDDERS

EXAMINATION OF SITE CONDITIONS

- 5.0) It is the responsibility of the bidder before submitting a bid to carefully examine the site of the proposed work. Bidders shall fully informed themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labor, the ground, quality and quantity of the material to be encounter, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.
- 5.1) Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the bidder from his responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the bid documents and the bidders must evaluate such information relative to the actual conditions at the place of the work.

DOCUMENT DISCREPENCIES AND OMMISSION

6.0) 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. Written request for corrections must be received no later than three (3) days prior of bid closing date. 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 West Nipissing website.

REQUEST OF APPROVED EQUALS AND ALTERNATIVES

7.0) Request for equals to the material, equipment or methods of fabrications specified, should be submitted in writing to the contract administrator three (3) days prior of bid closing time. 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.

SECTION 1.0 INSTRUCTION TO BIDDERS

INSURANCE

- **8.0)** The successful bidder shall, within (7) calendar days after receipt of the Municipality's notice of award, deliver to the Municipality one (1) copy of certificates attesting to the fact that the required policies of insurance have been obtained by the bidder
 - i) General Commercial Liability in the amount of \$2,000,000 (two million)
 - ii) Automobile liability insurance in respect of licensed vehicles and shall have limits of not less than \$2,000,000 (two million) per occurrence for bodily injury, death, and damage to property covering all licensed vehicles owned or leased by the contractor.

PRE-QULIFACTION OF CONTRACTOR

9.0) Contractor or all sub-contractors working for the contractor must pre-qualify with the Municipality of West Nipissing health and safety officer before starting work. This includes any individuals or organizations that provide trucking or hauling services that are not direct employees of the bidder.



SECTION 2.0 QUOTE FORM

QUOTE FORM: Granular Resurfacing

- 1.0) 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 be necessarily be accepted.
- 1.1) 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.
- **1.2)** All pricing shall be in Canadian funds, all applicable taxes included with the <u>exception of HST</u> which will be considered as extra to the cost.
- 1.3) 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)
- **1.4)** 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.
- **1.5)** Projects will be awarded per individual road.
- 1.6) I/we agree to furnish the following information in addition to the signed contract, all within ten (10) days from the date of acceptance.
 - i) Shall deliver to the owner a certificate of insurance as specified in the bid document.
 - ii) Shall deliver to the owner H&S manual, WSIB certificate and MSDS sheets as specified in the bid document

SECTION 2.0 QUOTE FORM

FORM OF BID

Having carefully examined the site and all conditions affecting the proposed work as well as the Bid Document including the drawings and specifications (if any), all addenda and the instruction to bidders, I/we, undersigned, hereby offer to furnish all necessary labour, materials, supervision, tools, equipment etc. required to complete all work requisite for the proper execution of this contract, expeditiously and in the satisfactory manner and accept in full payment therefore stipulated sum of:

METRIC TONNES = MT

ROAD	GRANULAR "A" (APPROX. MT)	GRANULAR "A" UNIT PRICE/MT	GRANULAR B TYPE II (APPROX. MT)	GRANULAR B TYPE II UNIT PRICE/MT	TOTAL COST PER ROAD	ESTIMATED DELIVERY RATE (MT/DAY)
Dokis	10000		N/A	N/A		



SECTION 2.0 QUOTE FORM

Signatures:			
Contractor full business nar	ne:		
Contractor full business ma	iling address:		
Phone No:	Fax I	No:	
Signature:		-	
I have the authority to bind	this company/corporation		
NAME:	(Please Print)		
TITLE:	(Please Print))	
Dated at	this	day of	,2025.
CORPORATE SEAL:			



SECTION 2.0 QUOTE FORM

APPENDIX "A"

Reference#1

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.

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:			



SECTION 2.0 QUOTE FORM

APPENDIX "A"

PREVIOUS EXPERIENCE

Reference#3				
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:			



SECTION 3.0 GENERAL CONDITIONS

HEALTH & SAFETY

- **1.0) General:** Contractor must comply with the Occupational Health and Safety Act (OHSA), the Regulations for Construction Projects, the Municipality of West Nipissing safety policy and as well as complying with the prescribed requirements legislated in the Regulations for Industrial Establishments.
- **1.1) 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 West Nipissing Safety policy.
- 1.2) Equipment & tools: All equipment and tools used by the contractor shall conform to Canadian Standards Association (CSA) or manufacture specifications. The Municipality Of West Nipissing 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.
- **1.3) 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.
- **1.4) 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.
- **1.5)** 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.
- **1.6)** MSDS: Material safety data sheets for all hazardous products shall be kept on site.
- **1.7) 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.



SECTION 3.0 GENERAL CONDITIONS

- **1.8) 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.
- **1.9) 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.
- **1.10) Supervision:** Contractor shall comply with OHSA regulations.
- 1.11) 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.
- **1.12)** WSIB: Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

PERMITS AND APPROVAL

- **2.0)** Successful bidder shall obtain all necessary permits and/or approvals from authorities having jurisdiction before starting the work.
- **2.1)** The cost of such permits and/or approvals shall be included in the bid price.

LOCATES

- **3.0)** The contractor shall be responsible to coordinate with utility companies locates of all buried utilities and services.
- **3.1)** No excavation work shall start before clearance from utility companies having jurisdiction has been cleared.
- **3.2)** Copies of locates shall be in all equipment used to complete the excavation at all time.

SECTION 3.0
GENERAL CONDITIONS

WORKMANSHIP

- **4.0)** Workmanship shall be of the best quality, executed by workers qualified, experienced and thoroughly skilled in the respective duties for which they are employed.
- **4.1)** Decision as to the quality or fitness of workmanship in case of any dispute rests solely with the contact administrator, whose decision is final.
- **4.2)** The Municipality reserves the right to disqualify a contractor due to the Bidder's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts

WORK WARRANTY AND MATERIAL WARANTY

- **5.0)** During the warranty period, the contractor agrees to restore defective work to the standard of the bid documents without cost to the Municipality of West Nipissing, including material and labour, for a period of 1 year after acceptance of the work.
- **5.1)** The contractor shall submit a letter of warranty to the Municipality of West Nipissing immediately after final approval from the contract administrator.

COMPLETION AND FINAL INSPECTION

- 6.0) When satisfied that the work is complete, the contractor shall make a written request to the contract administrator for an inspection. Within five calendar days of receipt of request, the contract administrator and the contractor shall jointly inspect the work.
- **6.1)** Deficiencies, if any, shall be noted, and a list shall be prepared and issues by the contractor administrator.
- 6.2) The contractor shall correct deficiencies as listed at no cost to the Municipality of West Nipissing, and notify the contract administrator for a final deficiency inspection.

CONSTRUCTION SCHEDULE

7.0) Submit within (10) days following approval, a final schedule of construction indicating details of completion of all major items pertaining to the contract. Such schedule shall indicate clearly the



SECTION 3.0 GENERAL CONDITIONS

proposed order and time allowance for the various phases of work, in sufficient detail to show weekly progress.

- 7.1) The names of all subcontractors must be included with the final schedule and submitted prior to beginning of the work. All subcontractors, including non-owned trucks used for hauling materials, must be pre-qualified by the Municipality and comply with the Municipality's contractor health & safety policies.
- **7.2)** The successful bidder shall attend a pre-construction meeting. If an on-site meeting is required, please the responsible municipal representative to schedule an appointment.
- **7.3)** All work is to be completed by November 1, 2025, unless otherwise agreed to in writing. Contractor shall accept liability and all cost associated with dust suppression if contract is not completed by the agreed upon date.

AVAILIBILITY OF PRODUCTS AND MATERIAL

8.0) Upon award of the contract, the contractor shall determine the delivery time necessary for all products, equipment required for the project. The contractor shall order items to ensure that delivery to the project is such that the agreed construction schedule is maintained. If requested, the contractor shall produce evidence to substantiate the availability of the material.

PRODUCT AND MATERIAL QUALITY

- 9.0) The Contractor shall be responsible to have all materials tested by an approved materials testing laboratory. The Contractor shall be responsible to see all materials and work fall within the specifications limits of the current Ontario Provincial Standard Specifications (OPSS). All work to be done to the Ontario Provincial Standard Specifications that apply. All materials to be compacted to OPSS. The Contractor is responsible to ensure the suitability and compatibility of aggregates with binders. This means that existing road surface is to be graded and loosened before placing new material on road so that both materials can bind properly during compaction.
- **9.1)** All granular materials are to conform to OPSS 1001, OPSS 1004, and/or OPSS1010 as appropriate or must meet MTO Specifications. All granular materials ("A" and "B") to be <u>Rock Quarry Source</u> ONLY.



SECTION 3.0 GENERAL CONDITIONS

- 9.2) It is the Contractor's responsibility to ensure that materials meet the required specifications. The Contractor must conduct sampling and testing of his/her material to ensure compliance. The Municipality may occasionally take samples for verification purposes during processing of stockpiles. The Contractor shall bear all costs for such sampling and testing.
- **9.3)** Where materials do not meet specifications, the Contractor will be given seven (7) days to bring them into conformance. Failure to do so may result in termination of this contract and forfeit of the deposit
- 9.4) If unsuitable material is supplied to any site, the supplier must remove and haul all unsuitable material away at no expense to the Municipality. The rejection of any quantity of material supplied by the Contractor or any violation of this bid and contract agreement shall constitute a breach of contract. Upon such violation, the contract may, at the option of the Municipality, be declared terminated. After normal notification of breach of contract, the bid will be re-awarded to the next suitable bidder who has approved granular products in place.

WORK IN PROGRESS

- **10.0)** Hauling at a rate of 1500 to 2500 Metric Tonnes (MT) per day shall be conducted Monday to Friday from 7:00 a.m. to 7:00 p.m., unless otherwise agreed to in writing by the Municipality.
- 10.1) The Contractor shall be responsible for any damage or dust resulting from his/her operations on this contract and shall exercise at his/her own cost any road maintenance and/or dust suppression measures required by the Municipality as a direct result of his/her activities. Failure to comply shall be considered as default of the contract conditions.
- **10.2)** The contractor shall adequately protect completed work and/or in progress. Completed work shall be removed if damaged due to failure in providing such protection. Replace or repair damaged work as directed by the contract administrator at no extra cost.

ENVIRONMENTAL PROTECTION

11.0) Contractor shall be responsible to minimize erosion and sediment runoff resulting from his operations.



SECTION 3.0 GENERAL CONDITIONS

11.1) Contractor shall be responsible to supply and install any appropriate sediment control measure to prevent sediment runoff from entering any watercourse within or downstream of the working area.

RESTORATION OF SITE

- **12.0)** The contractor shall be responsible for the condition of the job sites while completing his work.
- **12.1)** Construction site used by the contractor shall be restored to its original conditions after the contractor has completed the work. All affected areas shall be returned to its original conditions including but not limited to: grading, topsoil, grass, pavement, fencing etc.

TEMPORARY SERVICE AND FACILITIES

- **13.0) Public safety:** The contractor shall provide, erect and maintain adequate temporary hoarding, barricades, warning signs, and lights where required for the protection of the public at all time.
- **13.1) Electrical Service:** Electrical service required for the contract by all trades shall be furnished and paid for by the contractor.
- **13.2) Temporary Water Supply:** Water supply required for the performance of the contract by all trades shall be furnished and paid for by the contractor.
- **13.3) Temporary Toilets:** Provide toilet accommodation sufficient for all personnel on site.
- **13.4) Construction Debris:** Contractor shall provide adequate portable facilities, on a continuous basis, for garbage and construction debris collection and removals for the sub trades.
- **13.5) Temporary facilities**: Temporary facilities, toilets, barricades, storage containers, utilities and other construction of temporary nature shall be included in the contract price and removed from site once work is completed.



SECTION 3.0 GENERAL CONDITIONS

SPILL REPORTING

- **14.0)** Spills or discharge of pollutants or contaminants under the control of the contractor shall be immediately reported to the Ministry of Environment and Climate Change.
- **14.1)** Notification of the Ministry of Environment and Climate Change (MOECC) that is required shall be provided to:

199 Larch Street

Sudbury, ON

Phone 705-675-4501

For 24-hour environmental spill reporting, call 1-800-268-6060.

PRIVATE LAND

- **15.0)** The Contractor shall not enter private lands adjacent to the construction working area without the written consent of the contract administrator.
- **15.1)** The Contractor shall be responsible for providing safe access to properties abutting the Contractor's work area. This shall be done by ramping the excavated areas or bridging across open trenches, if any, at the end of the day. The cost of such work shall be deemed to be included in the bid unit price and no extra cost payment shall be provided.

MAINTAIN TRAFFIC AND ACCESS

- **16.0)** In carrying out the work called for in this document, the Contractor shall schedule and stage operations such that at least one lane of vehicular traffic is maintained on the road at all times.
- **16.1)** The Contractor shall coordinate lane closures with the Municipality at least one week in advance. The Contractor shall be responsible for supplying and erecting advance notice signs regarding the road closures in accordance with the Ontario Traffic Manual (OTM).
- **16.2)** The bid price is expected to include all traffic control signing as required by all laws, statutes, and regulations, and on occasion, as required by the Municipality. There will be no additional payment for traffic signage.



SECTION 3.0 GENERAL CONDITIONS

PAYMENT

- **17.0)** All Invoices submitted by the contractor must show the project name, the bid reference number and the Contract administrator's name.
- **17.1)** Change orders will only be processed if submitted with a change order notice signed by the contract administrator.
- **17.2)** Only original copy of invoices will be processed for payment.
- **17.3)** Payment shall be made as per the unit price bid for the quantities measured. Quantities measured will be reflected by tickets collected and submitted. Units must be in tonnes.

SECTION 4.0 SPECIAL PROVISION

SITE WORK

- **1.0)** All work is to be done in accordance with these documents and as outline in the "Scope of Work" which is included herein as Schedule "A"
- 1.1) The work consists of the supply of all labour, material, equipment, and supervision necessary to complete the work as described by, or reasonably inferred from, Schedule "A".

LIQUIDATED DAMAGES

- **2.0)** Time shall be the essence of this contract
- 2.1) The charging of Working Days shall commence within 7 days of written authorization by the Municipality or it's designate to proceed with the Work and the Contractor shall diligently carry out the Work on his Contract to completion on or before the expirations of 40 Working Days from the date of commencement. All work must be completed by November 1, 2025, unless otherwise agreed to in writing by the Municipality.
- 2.2) If the time limit above is not sufficient to permit completion of the Work by the Contractor working in a normal number of hours each day or week on a single daylight shift basis. It is expected that additional and/or augmented daylight shifts will be required throughout the life of the Contractor to the extent deemed necessary by the Contractor to ensure that the Work will be completed within the time limit specified. Any additional cost occasioned by compliance with these provisions will be considered to thereof
- 2.3) Working time shall be charged until the date of acceptance of the Works by the Municipality or its designate, at which time all Work required in the Contract, including all final-clean-up and trimming shall be completed
- 2.4) It is agreed by the parties to the Contract, that in case of the work called for under the Contract is not finished or completed within the number of Working Days specified afore-mentioned 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 or damage which the Owner will suffer in the event of and by reason of such delay, the parties hereto agree that the Contractor will pay the Owner the sum of \$500.00 as liquidated damages for each and every calendar day delay in finishing the work in excess of the number of Working Days prescribed. 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 number of Working Days.



SECTION 4.0 SPECIAL PROVISION SCHEDULE A

Schedule A

Distance Description (Description			
Location	Distance	Description of Project	
	Approx.		
1- <u>Dokis</u>	5000 m	Granular ResurfacingSupply and deliver Granular "A"	
		and/or Granular "B" Type II, as specified by Manager of Public Works or designate, over complete area	
		 Payment of granular material is by the Metric tonne (MT) 	
		Municipality to supply the Grader	
		 Contractor to supply the water truck, water, and the compactor 	
		 Water truck, water, and compactor rental cost included in unit price 	
		Compactor and water truck shall be on site for the entire duration of the project watering and compacting	
		 Contractor shall ensure that the compactor is adequate for the size of project. The Municipality must approve the compactor. 	
		 Contractor shall ensure a target delivery rate of 1500 MT to 2500 MT per 12 hr. Day. (0700 to 1900 hrs.) 	