



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0

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www.arran-elderslie.ca

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**The Municipality of Arran-Elderslie**

**Request for Proposal (RFP) 10-2017-04**

**Landfill Wood-Waste Material Grinding**

**The Municipality of Arran-Elderslie**  
**Request for Proposal (RFP) 10-2017-04**  
**Landfill Wood-Waste Material Grinding**

The Municipality of Arran-Elderslie invites you to provide a quotation for wood-waste material grinding at the Arran Landfill Site. Sealed bids will be received at the Municipality of Arran-Elderslie Municipal Office in Chesley until **2:00 pm** local time on **October 16, 2017**.

Bid packages and details may be obtained from the Municipality of Arran-Elderslie Municipal Office at the address below, or on the municipality's website at [www.arran-elderslie.com](http://www.arran-elderslie.com)

Quotations are subject to a formal contract being prepared and executed. Contract award is subject to the Municipality of Arran-Elderslie's approval and subject to budgetary constraints. The lowest or any bid will not necessarily be accepted.

**Scott McLeod**  
**Manager of Public Works**  
**The Municipality of Arran-Elderslie**  
**1925 Bruce Road 10, P.O. Box 70**  
**Chesley, ON N0G 1L0**  
**(519)363-3039**

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## Information to Bidders

### 1 General

Sealed RFP's will be received until **October 16, 2017 at 2:00 pm** in a sealed envelope clearly marked with the following:

<p style="text-align: center;"><b>Landfill Wood-Waste Material Grinding</b> Request for Proposal 10-2017-04</p> <p style="text-align: center;"><b>The Municipality of Arran-Elderslie</b> Attention: Scott McLeod, Manager of Public Works 1925 Bruce Road 10, P.O. Box 70 Chesley, ON N0G 1L0</p>
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**The envelope is to include the bidding company name and return mailing address.**

The bid must be submitted on the RFP forms as provided by The Municipality of Arran-Elderslie. No changes may be made to bids after they have been received. If more than one (1) RFP form is submitted by a bidder, the only one considered and opened will be the envelope with the most recent time/date of receipt. Electronically transmitted RFP's (ie. fax or email) will not be considered.

### 2 Request for Proposal Requirements

The following **must** be completed and submitted with your bid:

- RFP Form R-1
- RFP Form R-2 – References and Related Experience
- Copy of MOE "Certificate of Approval Air" for portable grinder
- Company Overview and Professional Qualifications
- List of Sub-Contractors (if applicable)
- Work Plan and Schedule
- Statement by Bidder
- Addendum(s) (If any)

Bidders are required to prepare their bid in accordance with this RFP document. The successful bidder will be required to enter into a contract with the Terms and Conditions as set out in the RFP.

Bids shall be submitted on our RFP forms only.

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RFP's that do not comply strictly with our terms and conditions or bids which are incomplete, obscure or made subject to further conditions or qualified may be rejected as informal or disqualified by The Municipality of Arran-Elderslie.

A bid may be withdrawn any time prior to closing.

The Municipality does not bind itself to accept the lowest or any quotation and reserves the right in its sole discretion to reject any or all bids, and the lowest or highest bid as the case may be will not necessarily be accepted.

Bids must be legible and completed in ink or typewritten with all blanks filled in.

Within the bid submission, if the amount bid for an item does not agree with the extension of the estimated quantity and the bid unit price, the unit price shall govern and the amount of the total bid price shall be corrected accordingly.

### **3 Insurance**

Upon award of the contract, the Contractor must furnish to the Corporation, a copy of a liability insurance policy as detailed in the bid document. All minimum coverage is detailed below:

- \$2 million – general liability and automobile liability policies

The Liability Insurance Policy and/or endorsements shall be satisfactory to the Corporation. The insurance coverage noted above shall be maintained in force throughout the term of the successful bidder's contract agreement.

### **4 Equipment**

The successful bidder shall furnish and maintain all such equipment as is considered necessary for conducting the work in an acceptable manner and at a satisfactory rate of progress. All equipment, tools, and machinery used for handling materials and executing any part of the work shall be maintained in a satisfactory, safe efficient working condition.

Equipment used by the successful bidder shall be such that no injury to the workers or property will result from its use. The successful bidder shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work and services performed hereunder. The successful bidder shall provide reasonable protection to prevent property loss or damage and/or personal injury to persons, including but not limited to employees performing such work and all other persons who may be affected thereby.

The successful bidder shall be responsible and accept all liability for the licensing, inspections and any compliance with federal, provincial or municipal laws as they pertain to the vehicles to be used. Furthermore, the successful bidder will furnish to the Municipality any and all vehicle safety certificates on the vehicles to be used under the contract, if requested.

Where a vehicle is hauling material for use in the contract, in whole or in part upon a public highway and where motor vehicle registration is required for such vehicle, the contractor shall not cause or permit such vehicle to be loaded beyond the legal limit as specified under the *Highway Traffic Act*, whether such vehicle is registered in the name of the contractor or otherwise.

The equipment must be capable of adjustment to suit all operating conditions. Bidders shall make available all equipment for inspection by the Municipality prior to execution of the contract, if requested.

The Municipality reserves the right at its sole discretion to reject any bid submission or not enter into an agreement with any bidder if it is felt that any equipment is inappropriate for the execution of the contract.

## **5 Assignment and Sub-Letting**

Potential bidders should be aware that the successful contractor shall not assign or sublet the contract or any part thereof or any benefit or interest therein or there under, without the written consent of The Municipality of Arran-Elderslie.

## **6 Employees**

The successful bidder agrees that the Municipality of Arran-Elderslie is not to be deemed the employer of the successful bidder nor its personnel under any circumstances whatsoever.

Should any overseer, mechanic, driver or workman employed on or about the work or in connection therewith give any just cause for complaint, the Municipality shall notify the successful bidder, in writing, stating the reasons therefore and the successful bidder shall dismiss such persons forthwith and he shall not again be employed by the successful bidder on any Municipality of Arran-Elderslie work without the written consent of the Municipality.

## 8 Working Safely

The successful bidder shall provide adequate protection for workers and the public at all times under the applicable Federal and Provincial Statutes, in accordance with all municipal by-laws and regulations together with any additional safety measures that may be necessary. The successful bidder shall provide and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the Workplace Safety and Insurance Act and Occupational Health and Safety Act, and the Ontario Electrical Safety Code as applicable to the scope of work.

The successful bidder shall ensure that all employees are provided with and instructed in the use of safety equipment as required by the Occupational Health and Safety Act and by other regulations. Normal safety precautions should be observed while around and operating equipment.

The successful bidder shall observe and comply with all Municipal and Provincial safety regulations and shall obtain and pay for all permits, fees, etc. that may be applicable in carrying out the work.

The successful bidder must ensure that during the performance of the work of the contract, its personnel are equipped and wear appropriate personal protective equipment: footwear, head protection, etc.

A copy of the Health and Safety Policies of the Municipality of Arran-Elderslie are available to the successful bidder upon request. The successful bidder is required to comply at a minimum with the safety standards of the Municipality of Arran-Elderslie. The successful bidder shall provide a copy of their own Health and Safety Policy upon request.

The Municipality of Arran-Elderslie retains the right to stop the successful bidder's work without penalty to the Municipality if the bidder does not comply with the Occupational Health and Safety Act and the Health and Safety Policies and Procedures of the Municipality of Arran-Elderslie or creates an unacceptable health and safety hazard.

The successful bidder shall be responsible for and shall pay all dues and assessments payable under the *Workplace Safety and Insurance Act*, the *Employment Insurance Act* or any other *Act*, whether Provincial or Federal, in respect to all his employees or operations and shall, upon request, furnish the Municipality of Arran-Elderslie with satisfactory evidence that as, the successful bidder, the provisions of any act have been complied with.

The successful bidder will provide to the Municipality a WSIB Clearance Certificate or proof of WSIB Independent Operator Status prior to the execution of any contract.

## **9 Accessibility Regulations for Contracted Services**

Contracted employees, third party employees, agents and others that provide customer service on behalf of The Municipality of Arran-Elderslie must meet the requirements of Ontario Regulation 429/07 with regard to training.

## **10 Other Rights**

No tender, proposal, or quotation will be accepted from any person or company which has a claim or instituted a legal proceeding against the Municipality or against whom the Municipality has a claim or instituted a legal proceeding with respect to any previous contract without prior approval of Council.

## **11 Payments**

Payment by The Municipality of Arran-Elderslie to the successful bidder will be made in accordance with the quotation bid and completion of the contract to the satisfaction of the Municipality.

The successful bidder will submit an invoice to The Municipality of Arran-Elderslie. The successful bidder's invoice will set out the unit price in accordance with the bid submission, and the period of time the invoice covers. Payment by The Municipality of Arran-Elderslie to the successful bidder will be made within forty five (45) days of the date of the delivery of the invoice.

## **12 Sales Tax**

The bidder will not include the Harmonized Sales Tax (HST) in the quotation prices.

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## **Scope and Specifications**

### **1 Scope of Work**

This request for proposal is for the purpose of the grinding of the collected brush, construction/household wood-waste material at the Arran Landfill Site (the Landfill), as directed by the Municipality. The Landfill is located at 671 Side Road 20 in Arran Township.

Bidders are encouraged to visit the Landfill in order to view the wood-waste material and familiarize themselves with the site. Site visits are permitted during Landfill hours, Thursday from 8:00am to 3:00 pm and Saturdays from 8:00am to 12:00 noon, or by contacting Scott McLeod, Manger of Public Works. During any site visits, bidders must exit the Landfill by the posted closing times.

### **2 Hours of Work**

Work will be permitted at the Landfill from 7:00 am to 7:00 pm Monday to Saturday. No work is to be performed outside of these hours unless permitted by the Municipality. Work is to be completed by December 31, 2017.

### **3 Specifications**

For the quoted price, the successful bidder shall grind the collected brush wood-waste material at the Arran Landfill Site, located at 671 Side Road 20, using a high-speed grinder.

Pending budget limitations, the Municipality may grind the construction/household wood waste and/or the collected tree stumps, and requests bidders to provide a cost for this service as a provisional item. The Municipality also requests bidders to provide their price per hour for high-speed grinding as a provisional item.

The successful bidder shall be solely responsible for all aspects of the grinding, including the loading and discharging of materials. The Municipality shall direct the successful bidder on the placement of the discharged material.

Award is subject to budget limitations. The Municipality makes no representation or guarantee as to the quantity of work to be performed. The Municipality reserves the right to direct the successful bidder on the priority of the work to be performed.



## **4 Equipment**

It is hereby understood and agreed that the successful bidder will provide the equipment to be used for the performed work and that such equipment shall be suitable for these works. The equipment furnished is to be specifically designed for the use intended. Bidders shall have a Ministry of the Environment (MOE) Certificate of Approval or Environmental Compliance Approval (Air) for their portable grinding equipment, and shall provide a copy of it with their bid submission.

## **5 References and Related Experience**

On the attached form, please provide at minimum, two (2) references of accounts that your company has provided similar services since January 2012. References will be equal in complexity and service requirements outlined in this quotation call. Bidders shall obtain permission from the references provided to use their names; the Municipality may contact any/all references provided.

## **6 Company Overview and Professional Qualifications**

Within the bid submission, each bidder shall provide an overview of their company, including their qualifications for the quotation call and a list of the equipment to be used for the work.

Bidders are required to enclose with their bid submission a list of any sub-contractors for work being performed; the Municipality reserves the right to approve or reject any/all sub-contractor(s).

## **7 Work Plan and Schedule**

The Municipality requires that all work is to be completed by December 31, 2017. Extension of the completion date may be granted in writing by the Municipality, upon written request from the successful bidder. Within the bid submission, each bidder shall provide their work plan which shall indicate their schedule and ability to meet the Municipality's deadlines.

**RFP Form R-1**

<b>Item</b>	<b>Item Description</b>	<b>Unit</b>	<b>Price (excluding HST)</b>
<b>1</b>	Price to grind all collected brush wood-waste material using a high-speed grinder	Lump Sum	
<b>2</b>	Mobilization/Demobilization (includes the cost to mobilize, demobilize and all travel which will be required)	Lump Sum	
<b>Total Price for Items 1 and 2 (Excluding HST)</b>			
<b>3</b>	<i>Provisional Item –</i> Price to grind all construction/household wood waste	Lump Sum	
<b>4</b>	<i>Provisional Item –</i> Price to grind all collected tree stumps	Lump Sum	
<b>5</b>	<i>Provisional Item –</i> Hourly price for high-speed grinding	Price per hour	
<b>Total Price for Items 3 and 4 (Excluding HST)</b>			
<b>Total Cost for Items 1-4 (Excluding HST)</b>			

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

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bidder's Initials

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## RFP Form R-2

### References and Related Experience

Please provide at minimum, two (2) references of accounts that your company has provided similar services since January 2012. References will be equal in complexity and service requirements outlined in this quotation call. Bidders shall obtain permission from the references provided to use their names; the Municipality may contact any/all references provided.

Description of Project/Contract	Location / Municipality	Year and Month of Contract	Name & Phone Number of Reference

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

\_\_\_\_\_  
Bidder's Initials

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**Statement by Bidder**

Bid Document Name: **Landfill Wood-Waste Material Grinding**

Bid Document Number: **10-2017-04**

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

Bidder Company Address: \_\_\_\_\_

\_\_\_\_\_

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Position