

Township of Brethour and Township of Hilliard

REQUEST FOR QUOTATION # RFQ-2023-AMP

Update of Asset Management Plans for Brethour Township and Hilliard Township.

Quotations must be received by the Township of Hilliard Office twphill@parolink.net by 4:00 p.m. local time on:

Friday June 9th, 2023

Work to be performed

Update AMP's for both Townships to conform to 2024 requirements under O.Reg 588/17. Please provide a quote for each Township, however the work will be very similar for both Townships, which are small and have minimal assets. The Clerk is shared between both Townships and is the contact for both for this project.

Preliminary consulting work (review of existing plans) has been carried out and is attached to this RFQ for reference.

Bi-Annual culvert and bridge inspections are carried out for each Township and this information will be available for reference.

Recent changes to PSAB accounting regulations are also to be addressed to ensure compliance. These changes include Asset Retirement Obligations and Financial Instruments.

AMP's are to be concise and in the form of an editable, electronic document to allow for easy updating going forward.

AMP's must be ready by September 1st 2023.

Please note: Quotations received by the Township after 4:00 p.m. local time, on the date stated above will be deemed invalid and will not be accepted.

Any questions or concerns should be directed to: Vaughn Finch, Clerk,
twphill@parolink.net (705) 563-2593

To receive consideration, quotations are to be submitted on the quotation form included below.

This quotation may remain open for acceptance for a period of 60 days.

The lowest or any quotation not necessarily accepted.

SCHEDULE OF PROVISIONS

The Contractor has carefully examined the Provisions, Plans, Specifications and OPS General Conditions of Contract referred to in the schedule of provisions, and has carefully examined the site and location of the work to be done under this contract; The Contractor understands and accepts the said Provisions, Plans, Specifications and General Conditions and, for the prices set forth in the quotation, hereby offer to furnish all machinery, tools, apparatus and other means of construction, furnish all material, except as otherwise specified in the contract. The work must be completed in strict accordance with the Provisions, Plans, Specifications and General Conditions referred to in the said schedule.

The Municipality accepts no responsibility for the timing of the work process for circumstances beyond its control. The Contractor shall not be entitled to any damages whatsoever by reason of the early termination, nor extended termination of the work process.

Any questions or concerns should be directed to: Vaughn Finch, Clerk,
twphill@parolink.net (705) 563-2593.

HEALTH & SAFETY

The Contractor's attention is drawn to the provisions of the Occupational Health & Safety Act 1978. The Contractor shall be considered the "Constructor" under the terms and conditions of this Act. Certificates of good standing from the Workplace Safety & Insurance Board will be required before commencement of work and before final payment is made.

Traffic control and traffic control flagging personnel shall be in accordance with Ontario Traffic Manual Book 7 "Temporary Conditions" dated March 2001 or any subsequent and updated releases.

INSURANCE ADDENDUM

Re: G.C. 6.03.02 – General Liability Insurance

Limits of not less \$5,000,000 to be changed to limits of not less than \$2,000,000

The Contractor shall provide proof of motor vehicle liability insurance having limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property.

The Contractor shall provide proof of general liability insurance having limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property and including the Township as an additional insured and containing a cross liability clause.

INDEMNITY

The Contractor agrees to indemnify and save harmless the Township of Hilliard from any claim or demand arising as a result of the performance or non-performance of this Contract by the Contractor, and without limiting the generality of the foregoing. The Contractor agrees to indemnify and save harmless the Township of Hilliard from any claim or demand arising after the expiry of any reasonable time limit fixed by the Township of Hilliard for the completion of the work.

DOCUMENTATION REQUIRED

The Contractor must provide the following documentation to the Township prior to commencement of work:

- Proof of insurance coverage in the form of a Certificate of Insurance as issued by the Insurance Company or a certified copy of the Insurance Policy.
- Evidence of compliance with the Ontario Highway Traffic Act, section 483 (periodic mandatory commercial vehicle inspection (P.M.C.V.I.) or dump vehicle inspection.
- A copy of the Contractor's Authority under the truck transportation Act, for the movement of materials.
- A Certificate of good standing from the Workplace Safety & Insurance Board.

The Contractor shall furnish, and quotation price shall include, all machinery, equipment, tools, safety devices, traffic control, labour and supervision required to perform the specified work.

Pricing shall exclude applicable taxes.

MUNICIPAL ROADWAYS

A map showing Municipal roads can be provided upon request.

QUOTATION FORM

REQUEST FOR QUOTATION – RFQ-2023-AMP

TOWNSHIP OF BRETHOUR and TOWNSHIP OF HILLIARD

Quotation for material, labour, equipment and all “other” required to update Asset Management Plans for Brethour Township and Hilliard Township.

QUOTED PRICE TO COMPLETE WORK \$ _____

EARLIEST DATE WORK CAN BEGIN _____

APPROXIMATE TIME (in days) REQUIRED TO COMPLETE WORK _____

Pricing shall exclude applicable taxes but will be considered extra.

I/We _____ having read, understood and accepted the terms and conditions attached hereto, hereby offer to supply the requirements in strict accordance with the terms and conditions attached.

Signed on behalf of the Contractor

Company Name

Print Name

Phone

Date

Email Address

**SUBMISSION DEADLINE IS 4PM ON FRIDAY JUNE 9th, 2023.
Bids will then be opened in Hilliardton Hall.**

THE LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED