



**REQUEST FOR Quote (RFQ)**

**For the provision of**

**RFQ #MH-PW-2024-03 For the Supply of Aggregate and Material Rates**

<b>Tender Information</b>	<b>MH-PW-2024-03</b>
<b>Issue Date:</b>	Date October 28, 2024
<b>Site Visit:</b>	NA
<b>Closing Date:</b>	<b>November 22, 2024 at noon</b>
<b>Opening Date:</b>	<b>November 22, 2024 at 1:30 pm</b>
<b>Address:</b>	Township of Minden Hills 7 Milne Street, PO Box 359 Minden, ON K0M 2K0
<b>Attention:</b>	Sherry Mulholland, Deputy Treasurer
<b>Last Day for Inquiries:</b>	<b>November 19, 2024 at 4:30pm</b>

**Bidder Information**

**Name/Company:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

**THE LOWEST OR ANY SUBMISSIONS MAY NOT NECESSARILY BE ACCEPTED.**

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## 2 General Conditions

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### 2.1 Definitions

**“Respondent”** Refers to any eligible entity providing a response to this RFQ.

**“Corporation/Owner/Township”** Refers to the Township of Minden Hills.

**“Form of RFQ”** Refers to this document and its processes.

**“Successful Respondent”** Refers, in the event of an award, to the selected Respondent.

**“Work or the provision of Goods and/or Services”** Refers to the scope of work, and specifications outlined in this RFQ.

### 2.2 Handling

The handling of this document and any other document(s) related to this RFQ will be in accordance with the Township of Minden Hills Policy No. 17 governing the procurements of goods and services, and this document.

### 2.3 Submission Mandatory Requirements

All submissions must be completed in hard copy and must include all Appendices attached to this document. All entries shall be clear, legible, in a non-erasable medium and signed (where applicable). Entries must be made for unit price, lump sum, extensions and totals as appropriate. All items shall be responded to according to instructions contained within this document(s).

- Appendix A - Submission Requirements
- Appendix B - Respondent Information
- Appendix C - Declaration Form
- Appendix D – Price & Delivery Schedule
- Appendix E - Agreement Acknowledgement
- Appendix F - Delivery Notice

**In Person Drop-off Submissions:**

Hard copy (in person) submissions are to be hand delivered to the Township before the submission deadline noted in the RFQ document.

**Submissions placed in the Township Drop Box will not be accepted.**

Respondents will receive receipt of submission at the time of drop-off.

For questions or concerns regarding this matter, please contact the Township directly as outlined in Section 2.11 – Inquiries of the RFQ document.

Responses must be submitted in a sealed envelope with Appendix F - Delivery Notice, completed and affixed to the outside. Responses can be submitted by mail, or hand delivered to the front counter of the Finance Department, the 1st floor front counter.

Submissions received after the official closing time will not be considered during the selection process.

Late proposals will not be considered. \*Local time is according to the time clock located in the Township offices, which will be deemed to be taken as conclusive. (HR.:MIN.:SEC.) Late proposals will be returned unopened to the respondent. Responses that are not submitted in the requested format or are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, and alterations incorrectly submitted, restricted by a statement or irregularities of any kind may be rejected as per the Township's Procurement Policy, unless otherwise provided herein.

It is the responsibility of the Respondent to ensure they comply with this procedure. The Township is not responsible for submissions which are not properly marked and/or delivered to any other location, other than that specified herein.

Electronically transmitted submissions (facsimile, e-mail, etc.) **will not** be accepted.

The Respondent warrants that all contents of their proposal are complete and accurate.

Person(s) signing the prescribed forms must be authorized to sign on behalf of the Respondent represented, and to bind the Respondent to statements made in response to this RFQ. If a joint response is submitted, it must be signed and addressed on behalf of each of the Respondents.

## **2.4 Equivalent**

Where applicable, the Township has specified certain product(s) and/or brand names throughout this document for a number of the components utilized in the goods and/or services. In some instances, the Township would be willing to consider an equivalent for the specified item. "Equivalent" would mean an equivalent product, design, manufacturer, etc. that, in the opinion of the Township is an "acceptable" alternative. The determination of the item to be an "acceptable" equivalent will be at the sole discretion of the Township.

Where a product, design, manufacturer, etc. has been stipulated and, there is no alternative option, Respondents must submit based on the specified item and, without substitution.

## **2.5 Harmonized Sales Tax (HST)**

HST is applicable to the item(s) listed, however, is not to be included in the Tendered unit cost. Submit all prices "HST Extra".

## **2.6 Multiple Submissions**

Respondents wishing to provide more than one (1) submission for consideration must complete a separate response for each and clearly identify each submission as a separate offer.

## **2.7 Closing**

Submissions must be received by the Township of Minden Hills on/before **12:00 noon November 22, 2024**

## **2.8 Opening**

A public opening will be held in the Township Council Chambers at 7 Milne Street in Minden on November 22, 2024 at 1:30 pm.

## **2.9 Withdrawal or Alterations**

A Respondent may submit more than one response at any time up to the specified time and date of the closing outlined in Section 2.8- Opening. The last submission received shall supersede and invalidate all submissions previously submitted by that Respondent.

A Respondent may withdraw or alter the Submission at any time up to the specified time and date of the closing outlined in Section 2.8 by submitting a letter (on Respondent letterhead where available) bearing the Respondent's signature to the contact identified in Section 2.12 who will mark thereon the time and date of receipt and will place the letter in the Tender file. The Respondent's name and contract number shall be shown on the envelope containing such letter. Emails, facsimiles (faxes), or telephone calls will not be accepted.

Submissions withdrawn under this procedure cannot be reinstated.

Adjustments or corrections to a response already submitted will not be allowed.

## **2.10 Examination of Documents**

Each Respondent must satisfy himself/herself by a personal study of the RFQ documents, by calculations, and by personal inspection of the site if applicable, respecting the conditions existing or likely to exist in connection with the proposed work or goods and/or services. There will be no consideration of any claim, after submission, that there is a misunderstanding with respect to the conditions imposed by this RFQ.

Price bid must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFQ. No extra work will be entertained without prior Township approval. Should the Respondent require more information or clarification on any point, it must be obtained via the contact identified in Section 2.12- Inquiries prior to submitting a response to this RFQ.

## **2.11 Omissions, Discrepancies and Interpretations**

It is understood, acknowledged and agreed that while this document and related documents include(s) specific requirements and specifications, and while the Township has used considerable efforts to ensure an accurate representation of information, the information is not guaranteed by the Township to be accurate, nor necessarily comprehensive or exhaustive.

Nothing in this document or related documents is intended to relieve the Respondent from forming their own opinions and conclusions with respect to the matters addressed in this RFQ.

The submission of a response shall be deemed proof that the Respondent is satisfied as to all the provisions of the submission, all conditions which may be encountered, all work or goods and/or services required, or any other matter which may enter into the carrying out of the work or supply of goods and/or services referred to in this RFQ. No claims will be entertained by the Township based on the assertion by the Respondent that he or she was uninformed as to any of the requirements of this RFQ.

Should a Respondent find omissions from or discrepancies in this document or related documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent should notify the contact identified in Section 2.12- Inquiries, without delay. If the Township considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued as per Section 2.13- Addenda of this document. No oral explanation or interpretation will modify any of the requirements or provisions of the RFQ documents.

## **2.12 Inquiries**

Inquiries concerning the RFQ specifications and general RFQ process are to be directed to:

Sherry Mulholland, Deputy Treasurer or designate(s)  
(705) 286-1260 ext. 501  
[smulholland@mindenhills.ca](mailto:smulholland@mindenhills.ca)

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of this RFQ will be circulated as an Addendum as outlined in Section 2.13 of this document.

Inquiries must be received no later than **three (3)** business days prior to the closing date, on or before 4:30pm, local time; otherwise a response may not be provided.

## **2.13 Addenda**

If required by the Township, addenda will be distributed to all Respondents registered as a document taker (via the Township or on-line RFQ provider) or invitational recipient for this RFQ. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Township of any changes to their contact information.

**If this document or related documents was acquired via the Township website it is the Respondent's responsibility to check the Township website at [www.mindenhills.ca](http://www.mindenhills.ca) for addenda. It is any and all Respondents ultimate responsibility to ensure all addenda have been received.**

All Respondents should check the Township website, on-line RFQ provider or contact the Township directly as per Section 2.12 – Inquiries, prior to submitting their response to this RFQ.

Respondents are required to acknowledge receipt of all addenda by signing the Acknowledgement of Receipt included on the addenda form. Failure to submit all addenda unless otherwise directed on the addenda form, **will constitute an automatic rejection.**

## **2.14 Acceptance or Rejection of Submission(s)**

The Township reserves the right to reject or accept any or all submissions in whole or in part at any time without further explanation and to waive formalities as the interests of the Township may require without stating reasons thereto.

The Respondent acknowledges the Township's rights under this clause and absolutely waives any right of action against the Township's failure to accept its submission whether such right of action arises in contract, negligence, bad faith or any other cause of action.

The acceptance of any submission is subject to approval by the Township's Council.

Notwithstanding and without restricting the generality of the statements immediately above, the Township shall not be required to award and accept a submission:

- a) When only one (1) submission has been received as result of the RFQ;
- b) Where the lowest responsive and responsible Respondent substantially exceeds the estimated cost of the work or goods and/or services;
- c) When all submissions received fail to comply with the specifications or terms and conditions;



- d) Where a change in the scope of work or provision of goods and/or services or specifications is required the lowest or any submission will not necessarily be accepted. The acceptance of a submission will be contingent upon an acceptable record of ability, experience and previous performance.

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Township of any submission or by reason of any delay in the acceptance of a submission except as provided in the RFQ document.

Each submission shall be open for acceptance by the Township for a period of **sixty (60)** calendar days following the date of closing, or as otherwise mutually agreed to by each of the respondents.

Where the submission document does not state a definite delivery/work/provision of goods and/or services schedule and a submitted response is based on an unreasonable delivery/work/provision of goods and/or services schedule, the submission may be rejected.

## **2.15 Award Procedures**

The Township is not under any obligation to award the RFQ and reserves the right at its sole discretion to terminate or amend this RFQ at any time.

It is the intention of the Township to award this tender to more than one (1) qualified bidder. The lowest or any rate supplied may not necessarily be accepted. The Township will consider the following factors before contacting a Bidder for material; location of work, quality of material, and cost of material.

Unless stated otherwise the following procedures will apply:

Notice of acceptance of a Respondent's submission will be by telephone, email and/or by written notice. No further communication regarding this notice is required unless the Successful Respondent declines the awarding of this RFQ.

Upon acceptance of the submission by the Township, the Successful Respondent shall provide the Township with any required documents within fourteen (14) calendar days of the date of notification of award or as otherwise specified in this document or related documents or by the Township.

Commencement and completion dates may be altered if mutually agreed to by the Township and the Successful Respondent.

## **2.16 Ability and Experience of Respondent**

The Township may reject the lowest or any submissions, if after investigation and consideration, the Township concludes, in its opinion, that the Respondent is not able to perform the work or supply the goods and/or services in a manner satisfactory to the Township.

## **2.17 Variation of Quantities**

The Township of Minden Hills does not guarantee any minimum or maximum amount of material to be purchased.

## **2.18 Limited Liabilities**

The Township's liability under this RFQ shall be limited to the actual work or goods and/or services ordered and provided.

## **2.19 Respondent Expense**

Any expenses incurred by the Respondent in the preparation of their submission are entirely the responsibility of the Respondent and will not be charged to the Township.

## **2.20 Contract Negotiations**

### **Submission as Binding Document**

In the event that a Respondent's submission is accepted and confirmed in writing from the Township, the submission and the acceptance shall constitute a binding contract between the Successful Respondent and the Township, and the Successful Respondent shall complete the work or provision of goods and/or services as described in accordance with the provisions, specifications and conditions outlined in this document and other related documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

## **2.21 Conflict of Interest**

The Respondent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Respondent's undertaking of the submission and, if selected, shall abstain from taking on work or the provision of goods and/or services which would represent a conflict of interest over the duration of this work or provision of goods and/or services.

The Respondent shall declare that the response submitted is in all respects fair and without collusion or fraud and further that no member of Council, Officer or employee of the Township has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, regarding the work or provision of goods and/or services identified in this RFQ.

The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any Respondent on such basis.

## **2.22 Freedom of Information**

Any personal information required on the submission is received under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990 (Act)*. This information forms an integral component of the RFQ submission.

All submissions received by the Township become a public. All information contained in the submission document is available to the public, including personal information.

Questions regarding collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56*, as amended, should be directed to:

Clerk, Township of Minden Hills  
7 Milne Street, PO Box 359  
Minden, ON K0M 2K0  
Telephone (705) 286-1260

The Clerk has been designated by the Township's Council to carry out the responsibilities of the Act.

## **2.23 Package Submissions Information Release to Other Respondents**

The number of RFQs received and the names of the Respondents are confidential and shall not be divulged prior to the public RFQ opening.

Subsequent to the opening, however, the number of RFQ packages released is public information. It is understood that by completing and submitting a response the Respondent agrees to public release of their name.

## **2.24 Access to Information**

The disclosure of information received relevant to the issue of a RFQ solicitation or the award of contracts emanating from such solicitations shall be made by the appropriate offices in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.

All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- a) Prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
- b) Result in similar information no longer being supplied to the Township where it is in the public interest that similar information continues to be so supplied;
- c) Result in undue loss or gain to any person, group, committee or financial institution or agency; or
- d) Result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Township.

## **2.25 Cooperative Purchasing**

The Successful Respondent agrees to allow neighbouring public agencies with similar needs/interests within the County of Haliburton to participate in this contract.

Additional participating agencies may opt into a contract with the successful respondent for procurement of services described in this RFP based on the terms, conditions, prices and percentages offered to the Township of Minden Hills with changes negotiated as required, due to location and quantity of work.

This piggyback clause is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the successful respondent. Any cost savings associated with cooperative purchasing shall be separately identified within the tender document.

## 3 Contractual Requirements

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### 3.1 Occupational Health and Safety

All work performed under this RFQ must be carried out in accordance with the terms and conditions of the Occupational Health & Safety Act, R.S.O. 1990, as amended and any other applicable legislation.

Failure to comply with Safety Regulations, as set out in this document, may result in the immediate cancellation of the work.

The Successful Respondent must comply with all requirements set out in the *Occupational Health & Safety Act, R.S.O. 1990* and all other regulations that apply to the job at hand. The following language, requirements and conditions shall apply:

Where applicable under the Occupational Health and Safety Act (OHSA) (R.S.O.1990 C. 0.1) and regulations, made under that statute:

- a. Successful Respondents acknowledge that they have read and understood the Occupational Health and Safety Act (OHSA) (R.S.O. 1990 C. 0.1) and regulations, made under that statute.
- b. The Successful Respondent shall comply with all health and safety requirements established by the Occupational Health and Safety Act and regulations, the Township and any applicable industry standards. The selected Respondent agrees to assume full responsibility for the enforcement of same.
- c. The Successful Respondent may be required to participate in a pre-project meeting to verify its full understanding of the major contractual requirements and expectations in the area of health and safety before the start of any work.
- d. The Successful Respondent shall understand that its performance will be monitored and that their overall performance will be a major consideration for future contracts with the Owner. The frequency and detail of ongoing project monitoring will be dependent upon the nature of the work and safety precautions specified.
- e. The Successful Respondent shall allow access to the work site on demand to representatives of the Township.
- f. The Township will take all action necessary to support the Successful Respondents health and safety efforts and to ensure that the Township owned and controlled environments in the vicinity of the project are free from hazards.
- g. The Successful Respondent acknowledges and agrees that any breach or breaches of health and safety requirements, whether by the selected Respondent or any of its sub-selected Respondents may invalidate the contract.
- h. The Successful Respondent acknowledges and agrees that any damages or fines that may be assessed against the Township by reason of a breach or breaches of the OHSA by the Successful Respondent or any of its sub-Successful Respondents will entitle the Township to set off the damages so

assessed against any monies that the Township may from time to time owe the Respondent under this contract or any other contract whatsoever.

- i. The Successful Respondent shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agent and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Global Harmonized System (GHS – formally known as WHIMIS ) as defined under the Occupational Health and Safety Act and shall provide appropriate Material Safety Data Sheets for these substances used for the performance of the required work, all prior to the performance of said work.
- j. Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the Successful Respondent shall ensure that the requirements of the Occupational Health and Safety Act and associated regulations are complied with.
- k. The Successful Respondent shall follow Global Harmonized System (GHS) requirements and ensure all employees are given required training and support.
- l. The Successful Respondent shall have a clearly defined safety plan/rescue plan for its workers involved in hazardous activities.
- m. The Successful Respondent agrees at all times to comply with Occupational Health and Safety Standards in the workplace and further agrees to adhere to Health and Safety Standards set out in applicable statutes and regulations and to comply with written Health and Safety Policies of the Township.
- n. Successful Respondents with known poor safety records or with inadequate qualifications or equipment will not be considered for award.
- o. Worker safety is given first priority in planning, pricing and performing the Work;
- p. Its officers and supervisory employees have a working knowledge of the duties of a Constructor and Employer under the Act and the provisions of the Regulations applicable to the Work, and a personal commitment to comply with them;
- q. Workers employed to carry out the Work possess the knowledge, skills and protective devices required by law or recommended for use by a recognized industry association to allow them to work in safety;
- r. Its supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers; and
- s. All subcontractors employed by the Successful Respondent to perform part of the Work and their employees are properly protected from injury while carrying out their associated duties.

### **3.2 Indemnification**

The Successful Respondent shall indemnify and hold harmless The Township, its

officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon The Township and against all loss, liability, judgments, claims, suits, demands or expenses which The Township may sustain, suffer or be put to resulting from or arising out of the Successful Respondent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or provision of goods and/or services required hereunder to be performed or rendered by the Successful Respondent, its agents, officials and employees.

### 3.3 Force Majeure

The Successful Respondent shall not be assessed with liquidated damages for any delay caused by Acts of God or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Flood, Epidemics, Quarantine, Restrictions, Embargoes, Labour Disruptions, Strikes, Lockouts or delays due to such causes, then the time of delivery shall be extended for a period of time equal to the time lost to such delay.

### 3.4 Insurance Requirements

All Respondents will acknowledge their ability to provide proof of insurance in accordance with this document and other related documents, identified in Appendix A – Submission Requirements.

All insurance costs related below will be borne by the Successful Respondent.

The Successful Respondent, as a minimum, shall provide and maintain during the term of the Contract **Commercial General Liability** insurance including premises and all operations for an amount not less than **five million (\$5,000,000) dollars** per occurrence, including The Corporation of the Township of Minden Hills as additional insured.

#### General Conditions:

- a) The Successful Respondent shall provide proof of General Liability Insurance in the form of a Certificate of Insurance.
- b) All policies shall be endorsed to provide the Township with not less than 30 Days' written notice of cancellation.
- c) All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario with an AM Best rating of no less than A-.
- d) Prior to commencement of work or the provision of goods and/or services and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Successful Respondent shall promptly provide the Township with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the supply of work or the provision of goods and/or services.
- e) All applicable deductibles under the above required insurance policies are at the sole expense of the Successful Respondent.

- f) All policies shall apply as primary and not as excess of any insurance available to the Township.
- g) It is expected by the Township that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated above have been met.
- h) Insurance must remain in effect for the duration of the contract, Work or provision of Goods and/or Service(s) as per the terms of this document and other related documents. It will be the responsibility of the Successful Respondent to provide the Township with any and all renewal certificates during this period.

The certificate of insurance must be provided to the Township within five (5) business days of being awarded the successful submission and/or contract, or prior to commencement of the contract, work or provision of goods and/or services, whichever is shortest. Failure to submit the requested insurance certificate by the Successful Respondent shall result in a withdrawal of the contract, work and/or provision of goods and/or services by the Township.

The Successful Respondent may request an extension, providing valid and reasonable claims for the request. Requests for an extension shall be made in writing or by email to the contact noted in Section 2.12 – Inquiries. Failure to meet the extension date as approved by the Township may result in the termination of the contract, work or provision of goods and/or services.

### **3.5 Protection of Work and Property**

The Successful Respondent shall provide continuous and adequate protection of all goods from damage and shall protect the Township's property from injury or damage arising until the work or provision of goods and/or services is complete. The Successful Respondent shall make good any such damage or injury.

### **3.6 Regulation Compliance and Legislation**

The Successful Respondent shall ensure all work or provision of goods and/or services are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

### **3.7 Workplace Violence and Harassment**

The Successful Respondent shall comply with the Occupational Health and Safety Act, Canada Criminal Code, Ontario Human Rights Code and all other applicable legislation and/or regulations, as they relate to violence, harassment and sexual harassment in the workplace, including Municipal policies and to be subject to such policies.

### **3.8 Code of Conduct**

Successful Respondents hired/contracted/engaged by the Township shall endeavor to at all times promote a high level of ethical conduct by themselves and their employees. In acting on behalf of the Township, no Successful Respondent, or their employees, shall at any time take any action which he or she knows, or reasonably



should know, violates any applicable law or regulation.

The Township requires that Successful Respondents and their employees shall maintain high standards of professional behaviour when dealing with Members of Council, Officers of the Corporation, other Township employees, clients and the public; and further that this behaviour shall reflect positively on the reputation of the Township.

It is every Successful Respondent, and their employee's, responsibility to ensure that all information communicated is as accurate as reasonably possible. No Successful Respondent, or their employees, shall withhold information or willfully mislead Members of Council, officers, employees, clients, or the public about any issue of corporate concern.

Every Successful Respondent, and their employee's shall respect the rights, privileges, diversity and dignity of the persons they interact with while contracted by the Township.

### **3.9 Smoke Free Workplace**

The Smoke-Free Ontario Act, 2017 prohibits smoking in any enclosed workplaces, including work vehicles and any enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

During the duration of the contract, work or provision of goods and/or services, including any related amendments and/or extensions, Successful Respondents, and their employees, shall adhere to the Smoke Free Ontario Act, 2017 and all other applicable legislation and/or regulations or requirements, in regards to cigarette, e cigarette and cannabis use.

### **3.10 Accessibility**

Under the Accessibility for Ontarians with Disabilities Act, 2005, S.O 2005, c. 11 (AODA), the Township is required to incorporate accessibility criteria, features and designs when procuring or acquiring goods, services, self-service kiosks or facilities, including written materials, web content and the delivery of programs, except where it is not practicable to do so. Contract specifications and evaluation include these criteria, features and designs where applicable.

[The Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11](#) (AODA) and [Regulation 191/11 Integrated Accessibility Standards](#) (IAS), requires anyone who provides goods, services or facilities on behalf of the Township to receive training on these standards and on the [Human Rights Code](#) as they pertain to persons with disabilities.

### **3.11 Contract**

The Successful Respondent shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the RFQ documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

### **3.11.1 Assignment of Contract**

The Successful Respondent shall not assign transfer, convey, sublet or otherwise dispose of the contract, work or provision of goods and/or services; or his/her right, title or interest therein, or his power to execute such contract, work and/or provision of goods or services, to any other person, company or corporation, without the previous consent, in writing, of the Township's officials.

responsibility for completing the contract, work or provision of goods and/or services.

### **3.11.2 Contract Amendments and Revisions**

No amendment or revision to a contract, the work or the provision of goods and/or services shall be made unless mutually agreed to by the Township and the Successful Respondent.

No amendment that changes the price of a contract, the work or the provision of goods and/or services shall be agreed to without a corresponding change order describing the change in requirement or scope of work or the provision of goods and/or services.

Amendments to a contract, the work or the provision of goods and/or services are subject to the identification and availability of sufficient funds in appropriate accounts within the Township's Council approved budget, including authorized revisions.

The Township reserves the right to change the term of the contract, the work or the provision of goods and/or services prior to the execution of an agreement, or commencement of the work or provision of goods and/or services.

### **3.11.3 Cancellation of Contract**

The Township reserves the right to immediately terminate the contract, the work or the provision of goods and/or services awarded to the Successful Respondent, or part thereof, at its own discretion, including but not limited to such items as non-compliance, non-performance, late deliveries, inferior quality, pricing problems, etc.

The Township shall not be liable to the Successful Respondent for loss of anticipated profit on the cancelled portion or portions of the work or the provision of goods and/or services.

### **3.12 Conflict of Interest**

The Successful Respondent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Respondent's undertaking of the work or provision of goods and/or services and shall abstain from taking on work which would represent a conflict of interest over the duration of a Contract, the work or the provision of good and/or services.

### **3.13 Bankruptcy**

In the event that, during the duration of a contract, the work or the provision of goods and/or services, the Successful Respondent makes an assignment for the benefit of creditors, or becomes bankrupt or insolvent, or makes a proposal to its creditors, a contract, the work or the provision of goods and/or services shall immediately be terminated, and the Township shall be entitled to enter into a contract, the work or the

provision of goods and/or services with another party without the consent of the Successful Respondent.

### **3.14 Governing Laws**

A contract, the work or the provision of goods and/or services will be interpreted and governed by the laws of the Province of Ontario.

### **3.15 Terms of Payment**

Payment will be made in response to the Successful Respondent's approved invoice to the Township. Invoices shall include the dates, hours and location of work and shall be accompanied by the following:

- Weigh scale tickets to be provided for each load of material

Unless otherwise stated herein, the Township's normal terms of payment will be net thirty (30) calendar days from the completion of work or provision of goods and/or services or the date of approved invoice, whichever occurs later. Invoices shall be forwarded to the attention of:

Accounts Payable  
Township of Minden Hills  
7 Milne Street, PO Box 359  
Minden, ON  
K0M 2K0  
[accountspayable@mindenhills.ca](mailto:accountspayable@mindenhills.ca)

### **3.16 Settlement of Disputes**

Until the contract, work or provision of goods and/or services has been terminated, the Successful Respondent must at all times provide the work or provision of goods and/or services. If there is a dispute or difference concerning the work or provision of goods and/or services or the interpretation of the contract, work or provision of goods and/or services then either party may notify the other that it wishes the dispute to be referred to a meeting with the CAO/Clerk and the Successful Respondent to resolve, negotiating in good faith.

### **3.17 Township's Right to Remedy Default in Provision of Services**

If the Successful Respondent should neglect to execute the work or provision of goods and/or services properly (a default), after **three (3)** business days written notice to the Successful Respondent setting out the particulars of the default, the Township may remedy the default of the Successful Respondent at the sole cost and expense of the Successful Respondent.

The Township shall have the authority and discretion to retain a contractor or firm to undertake the necessary work or provision of goods and/or services to remedy the default(s) set out in the foregoing notice at the sole cost and expense of the Successful Respondent.

The Successful Respondent acknowledges and agrees that the Township shall have the authority to deduct from any payments owing to the Successful Respondent, the costs invoiced to the Township by the firm retained to remedy the default of the Successful Respondent plus a 10% administration charge (based upon amount of such invoice pre-H.S.T.). Where no payment is owing, the Township shall invoice the Successful Respondent. The Successful Respondent agrees to pay the Township, without the right to dispute the amounts invoiced, within 15 days of the date of such invoice.

The Township's authority remedy default hereunder is without prejudice to any other remedy, action or other alternative that may be available to the Township. Continued failure of the Successful Respondent to execute the work or provision of goods and/or services properly shall result in a termination of contract, work or provision of goods and/or services. The Township shall provide written notice of termination.

### **3.18 Taxes**

Unless otherwise provided herein, the Successful Respondent shall pay all government sales or excise taxes in force at the date of the contract, work or provision of goods and/or services, provided that any increase or decrease in such taxes shall increase or decrease the amount due/payable. Invoices shall show the appropriate amounts for the work or provision of goods and/or services and applicable taxes separately.

### **3.19 Notices**

Any notice required to be given or made shall be given or made in writing and shall be served personally or mailed by registered mail addressed to the Township of Minden Hills and to the Successful Respondent at the address set forth in its submission.

## 4 RFQ Specifications

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### 4.1 Overview

The Township of Minden Hills obtains its aggregate materials from external sources for use by the Township in various functions. For the 2025, 2026, 2027 and 2028 seasons, aggregate and material prices will be obtained through the municipal tender process, specifically, this RFQ document.

Bidders are to supply pricing for aggregate and materials for their source pits and pricing for 2025 to 2028 as identified on Appendix D – Price and Delivery Schedule. The list has been partially created stating the commonly used material by the Township. Bidders are encouraged to include rates for all materials available from their respective pits. Bidders may do this by submitting more than one Price and Delivery Schedule Page, clearly identifying the different source pit (if required)

Bidders must acknowledge, by signing Appendix D- Price and Delivery Schedule, that all materials are subject to sieve analysis and third party testing at the discretion of the Roads Superintendent (or designate).

### 4.2 Scope of Work

Response to this Request for Quote does not secure any minimum or maximum amount of material purchased from the Owner. Selection of material will be based on price, location and availability.

Proponents will provide the listed materials at the price provided in the respective proposal. In addition, the price will be inclusive of:

- Loading material at the proponent's facility
- The Ontario Aggregates Resources Corporation (TOARC) 2024 Fee of \$0.24 per tonne. It is understood by the Township that TOARC fees may need to be adjusted in future years.
- Any other costs associated with proponent's operation

### 4.3 Respondent Responsibilities

The Successful Respondent will be responsible for all fuel, repairs, maintenance, insurance and required licencing for their operation.

The bidder shall supply a rate for all materials including the \$0.12/tonne TOARC Fee.

The bidder shall supply a loader for the loading of aggregate and materials as required.

### 4.4 Township Responsibilities

The Township shall supply trucks to haul material to respective sites.

### 4.5 Pricing Requirements

All prices shall be listed per tonne. Proponents should complete Appendix D- Price and

Delivery Schedule as thoroughly as possible, however it is not required to provide a price for each item. Incomplete price lists or price lists with additional items **will be accepted**. Proponents are encouraged to provide prices for all materials available from their facilities.

During the award process the Township reserves the right to exclude any component of the RFQ.

#### **4.6 Site Visit**

Site visit not required.

#### **4.7 General Instructions**

For each Specification item listed, you are required to indicate your compliance of each item. Please do so as follows:

You are able to provide the item as specified - indicate **YES** in the Respondent's Compliance box.

You are not able to provide the item as specified - indicate **NO** in the Respondent's Compliance box.

Where an item allows for an "Alternative" to the specified item, you may indicate **YES** to the item as specified or you may provide your **alternative item** in the Respondent's Comment box.

Where minimums are called for, the item must meet or exceed the capacity, size or performance as specified, unless an alternative is allowed. This specification may list only the major details for the specification items. Therefore, it is the Respondent's responsibility to deliver fully equipped items with compatible components to provide dependable efficient service:

#### **4.8 Other Instructions**

Responses to this RFQ must include **Mandatory** Appendices noted as **"Mandatory Completion"** and/or **"Mandatory Submission"**.

## 5 Appendices

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### 5.1 Appendix A – Submission Requirements

**\*\*MANDATORY COMPLETION\*\***

All Respondents are required to successfully meet the mandatory requirements described in the following table and proof of meeting these requirements upon acceptance of bid. Failure to meet the requirements under this Appendix will constitute in an automatic rejection.

Specification		Mandatory/ Optional/Preferred/NA	Respondent's Compliance (see also WSIB & Insurance Acknowledgement below)
1	WSIB Account #: _____	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Insurance, Indemnification requirements as described in Section, 3.2 and 3.4 of this document where applicable.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Submission of all other required Appendices.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	One (1) hardcopy of the completed submission	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### Insurance Acknowledgement

By signing below, I \_\_\_\_\_, acknowledge

that  
Name of individual

\_\_\_\_\_ has the ability to provide the requested  
Company

Name of

Insurance certificate(s) in accordance with this RFQ document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 5.2 Appendix B - Respondent Information

**\*\*MANDATORY COMPLETION\*\***

Information provided must be legible and made in a non-erasable medium.

<b>Respondent's Contact Individual</b>	
<b>Office Phone #</b>	
<b>Toll Free #</b>	
<b>Cellular #</b>	
<b>Fax #</b>	
<b>E-mail address</b>	
<b>Website</b>	
<b>HST Account #</b>	



### 5.3 Appendix C – Declaration Form

**\*\*MANDATORY COMPLETION\*\***

<b>For the provision of: Aggregate and Material Rates</b>				
<b>As supplied by:</b>				
_____				
Firm Name				
_____				
Mailing Address	City	Prov.	Postal Code	

<b>To:</b>	Township of Minden Hills
	7 Milne Street, PO Box 359
	Minden, ON K0M 2K0

**The Respondent Declares:**

1. No person(s), firm or corporation, other than the Respondent, has any personal interest in this RFQ or in the award for which this RFQ is made;
2. No member of Council, no officer or employee of the Township is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, there from;
3. This submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same and is in all respects without collusion or fraud;
4. The response submitted is in all respects without conflict of interest, fair and without collusion or fraud and further that no member of Council, Officer or employee of the Township has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, regarding the work or provision of goods and/or services identified in this RFQ.
5. By signing this submission, I confirm I have read, understood and accept the content, stipulations and requirements of this RFQ document.

**LOWEST OR ANY SUBMISSION NOT NECESSARILY ACCEPTED**

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

\_\_\_\_\_  
PRINT NAME OF WITNESS

\_\_\_\_\_  
PRINT NAME OF RESPONDENT

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
SIGNATURE OF RESPONDENT

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.



**\*EXCLUDING HST - PRICE TO INCLUDE THE TOARC FEE OF \$0.24/TONNE\***  
**\*ALL MATERIALS ARE SUBJECT TO SIEVE ANALYSIS AND THIRD PARTY TESTING\***

As per Section 1.17 Insurance Requirements, Bidders are required to be able to provide proof of insurance.

**Bidder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## 5.5 Appendix E- Agreement Acknowledgement

### **\*\*MANDATORY COMPLETION\*\***

In the event that the Township of Minden Hills wishes to enter into a Contract Agreement with the Successful Respondent for the provision of for the Township, upon final approval from Council.

Sections 3 (Contractual Requirements), 4 (Specifications-from submission), and 6 (Appendices-from submission) will form part of the agreement document.

The Successful Respondent hereby acknowledges, by signing below, that any information included in the submission, including the RFQ document, Form of RFQ, Appendices and/or other submission requirements, will become public information and form part of the completed Contract Agreement.

The Township encourages the use of business/professional information only in all submissions.

It is acknowledged that the agreement will be reviewed and agreed upon by both parties prior to signing.

In the event that a Respondent's submission is accepted and confirmed in writing from the Township, the submission and the acceptance shall constitute a binding contract between the Successful Respondent and the Township, and the Successful Respondent shall complete the work or provision of goods and/or services as described in accordance with the provisions, specifications and conditions outlined in this document and other related documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

The Township encourages the use of business/professional information only in all submissions.

It is acknowledged that the Engagement Letter will be reviewed and agreed upon by both parties prior to signing, and shall constitute a binding contract between the Successful Respondent and the Township, and the successful Respondent shall complete the Work or provision of Goods and/or Service(s) as described in accordance with the provisions, specifications and conditions outlined in the Engagement Letter, this document and other related documents and the Successful Respondents submission to this RFQ; and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

In the event that the terms and conditions outlined in the Engagement Letter, this document and related documents and the Successful Respondents submission to this RFQ are conflicting or contradictory, the terms and conditions outlined in the Engagement Letter shall prevail.

**Acknowledgement**

I \_\_\_\_\_, confirm that I have read, understand and agree to the requirements outlined in Appendix G – Agreement Acknowledgement.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## 5.6 Appendix F – Delivery Notice

**\*\*MANDATORY COMPLETION\*\***

Complete and affix this delivery notice to your Tender submission envelope.

<p style="text-align: center;"><b>RFQ MH-PW-2024-2</b></p> <p style="text-align: center;"><b>For the Supply of Granular Materials</b></p> <p style="text-align: center;">Deliver To:</p> <p style="text-align: center;">Township of Minden Hills 7 Milne Street, P.O. Box 359 Minden, ON K0M 2K0</p> <p style="text-align: center;">Attention: Sherry Mulholland</p> <p>Respondent's Company Name: _____</p> <p>Received By: _____ at the Municipal Office, On the _____ day of _____, 20__ at _____ am/pm</p> <p>From: _____ (Name of Person or Organization Delivering Documents)</p> <p><b>Respondent's Contact information for communique from the Township:</b></p> <p>Contact Individual: _____</p> <p>Contact e-mail: _____</p> <p>Contact phone: _____</p> <p style="text-align: center;"><b>THIS DELIVERY NOTICE IS TO BE AFFIXED TO THE OUTSIDE OF THE SEALED SUBMISSION</b></p>
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