



THE TOWN OF THE PAS

BID OPPORTUNITY
T07-2017

SCREENED
GRAVEL



Adventure Territory

P.O. Box 870, The Pas, Manitoba, Canada. R9A 1K8

September 12, 2017

RE: INVITATION TO TENDER

Sealed tenders clearly marked "**SCREENED GRAVEL TENDER #T07-2017**" will be accepted by the Purchasing Agent at the Offices of the Town of The Pas up to 3:00pm local time, **Thursday, September 21, 2017** for the supply, haul, and stockpile of Screened Gravel as per the attached specifications.

Please refer to the following specifications and use the attached sheet(s) to submit your tender. Forward tenders to:

Town of The Pas
81 Edwards Avenue
Box 870
The Pas, MB
R9A 1K8
aldrin@townofthepas.ca
sam@townofthepas.ca

The lowest or any tender will not necessarily be accepted.

If you require additional information please contact the office of the undersigned at (204) 627-1137.

Aldrin Natividad,
Purchasing
Town of The Pas

TOWN OF THE PAS
PURCHASING DEPARTMENT
The Pas, Manitoba

INSTRUCTION TO BIDDERS

1) TENDERS

- a) Sealed tenders marked “**SCREENED GRAVEL TENDER #T07-2017**”, will be received at the Offices of the Town of The Pas, up to **3:00 p.m. local time Friday, September 20, 2017**, for the **supply, haul, and stockpile of Screened Gravel** as per the attached specifications.

2) COMPLETION OF BID DOCUMENTS

- a) All Bids shall be made out on the forms included in these Bid Documents as listed on the Bid Submission and each such document shall be completed in accordance with these Instructions to Bidders.

3) ENCLOSURE OF COMPLETE DOCUMENTS

- a) All Bid Documents, including those requiring completion, shall be filled in and returned intact, enclosed in a sealed envelope.
- b) The tender submission shall consist of the following:
- FORM A – Schedule of Prices (Signed and completed)
 - FORM B – Schedule of Equipment (Signed and completed)
 - FORM C – Schedule of Sub Contractors (Signed and completed)
 - FORM D – 3/8” and Down Screened Gravel Specification Sheet
 - FORM E – Managing Contracted Employers (Signed and completed)

4) INFORMATION

- a) Tender forms, specifications and other information may be obtained at the office of the Purchasing Agent, Municipal Garage, The Pas, Manitoba.

5) CLARIFICATION

- a) The Town reserves the right to seek clarification with the Bidder to assist in making evaluations.

6) REJECTION

- a) The Town of The Pas reserves the right to reject any or all tenders or any portion thereof. The lowest or any tender will not necessarily be accepted.
- b) No tender shall be awarded to any bidder who, in the judgment of the Town of The Pas, is not a responsible bidder or does not have all the necessary experience, capital, organization, and equipment to provide the equipment in strict accordance with the terms and provisions of the Tender.

7) PRICES

- a) All prices shall be F.O.B. The Pas as specified, including Provincial Sales Tax, Goods and Service Tax stated separately, where applicable.

8) PAYMENT

- a) Unless Bidder specifies otherwise, payment will be made within thirty (30) days of receipt of invoice.

9) SITE VISIT

- a) All contractors shall visit the site and make themselves familiar with the site and all conditions, which may affect their work to complete the services.
- b) Bidders are advised that access to the site may go beyond normal working hours to perform duties.

CONTRACT ADMINISTRATOR

Sam Mirza-Agha
Municipal Superintendent
Box 870
The Pas, MB
R9A 1K8
Phone: (204) 627-1124

10) QUALIFICATIONS

- a) The bidder shall provide a minimum of \$2,000,000.00 third party liability covering the Town of The Pas during the term of this contract.
- b) The bidder shall provide a current confirmation of good standing with the Worker's Compensation Board.
- c) The bidder shall be responsible for all permits associated with the project of trades.
- d) Each bidder shall be prepared to submit, on request of the Town, the following information:
 - i. Proof that he is incorporated or otherwise authorized to do business in Manitoba
 - ii. Proof that he is financially capable of carrying out the terms of the contract
 - iii. Proof that he has successfully carried out work, similar in scope and value, or is fully capable of performing the work required to be done in accordance with the terms of the contract
 - iv. Such other pertinent data as may be required by the Contract Administrator

11) SUBCONTRACTING

- a) Bidders who propose to sublet any portion of the work shall give a complete list of the Subcontractors who he proposes to engage with a description of the work to be sublet. Where the Subcontractors are not identified on FORM C, it will be interpreted that the Bidder proposes to execute that class of the work with the Bidder's own forces.

12) LICENSING

- a) The services shall be performed in accordance with the existing Federal and Provincial regulations. The Contractor shall obtain all applicable licenses required for the completion of this work. The Contractor shall be responsible for any or all charges imposed by such regulations.

13) ENFORCEMENT OF REGULATION

- a) The Contractor shall abide by all fire, safety, Environmental Laws in the Province of Manitoba, and security regulations as may be laid down by the Contract Administrator.
- b) The Managing Contracted Employers Acknowledgement Agreement to Comply FORM E must be signed and dated with the submitted tender documents. Not including a duly signed agreement renders the tender null and void. Any questions or concerns contact the Human Resources at 627-1118.

14) INVOICING

- a) Invoicing shall be done on completion of job, showing G.S.T. as a separate item, and show number of yards hauled, and cost per yard.
- b) Detailed invoices made out in duplicate should be sent to:

TOWN OF THE PAS
Box 870
The Pas, MB
R9A 1K8

15) VERIFICATION OF WEIGHTS / MEASUREMENTS

- a) The contracts administer or his/her designate, from time to time at his/her discretion may be required to verify the accuracy of the net weights or measurements of the material.
- b) These verifications may include but not limited to any of the following:
 - i. Contractor may be required to produce weight tick
 - ii. Town personnel may interrupt the hauling to measure truck boxes to determine the yardage being hauled

16) EVALUATION CRITERIA

- a) This contract will be awarded on the basis of the following criteria:
- i. Bidder's ability to meet or exceed all of the requirements as outlined in the Tender
 - ii. Demonstrated expertise in providing the service in a timely fashion
 - iii. Equipment to meet or exceed the requirements in the Tender
 - iv. Price



FORM A: SCHEDULE OF PRICES

Delivery Date _____
FOB The Pas Airport, Manitoba _____
Completion Date _____
Pit Location _____

TO SUPPLY, HAUL, AND STOCKPILE APPROXIMATELY **2,000 CU. YDS.** OF 3/ 8" AND DOWN SCREENED GRAVEL, TO THE TOWN OF THE PAS PUBLIC WORKS YARD, 154 CENTENNIAL DRIVE, AS PER SPECIFICATIONS ON FORM D.

A SAMPLE MUST BE PROVIDED.

THE TOWN RESERVES THE RIGHT TO ALTER THE QUANTITY BY PLUS OR MINUS 20%.

THE LOWEST OR ANY TENDER MAY NOT NECESSARILY BE ACCEPTED.

UNIT PRICE	_____
SUB TOTAL	_____
GST	_____
PST	_____
TOTAL	_____

COMPANY

PRINTED NAME

AUTHORIZED SIGNATURE

DATE



FORM C – SCHEDULE OF SUBCONTRACTORS

SUBCONTRACTOR

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

DESCRIPTION OF
WORK TO BE SUBLET : _____

COMPANY NAME

TELEPHONE NUMBER

PRINTED SIGNATURE

AUTHORIZED SIGNATURE

DATE

**FORM D – 3/8” AND DOWN SCREENED GRAVEL
SPECIFICATION SHEET**

TENDER # T07-2017

GRANULAR SUBBASE AGGREGATE

a) General: The material shall be well graded screened gravel and shall contain no organic or other deleterious substances.

b) Gradation:

<u>U.S. Standard Square Mesh Sieve</u>	<u>Percent passing by weight</u>
9.5 mm	100%
4.75 mm	80-90%
2.0 mm	50-75%
0.425 mm	0-30%
0.075 mm	0-7 %

c) Liquid Limit and Plasticity Index:

The portion of the material passing the 0.425-mm sieve shall have a liquid limit of not more than 25 and a plasticity index not greater than six (6).

d) California Bearing Ratio (C.B.R.):

When compacted to the density specified, the material shall have a minimum C.B.R. value of 15.



FORM E-MANAGING CONTRACTED EMPLOYERS

Acknowledgement/Agreement to comply

Important-compliance with Safety Legislation is mandatory. This form must be returned with all signatures as part of a tender bid.

Failure to sign and return this acknowledgement nullifies the bid.

Failure to sign and return the form forfeits the contractor/self-employed person's right to be hired by the Town of The Pas.

Contractor/Self-Employed Person: _____

Address: _____

Office Phone: _____ Cell: _____

Fax: _____

Tender # and/or type of work: _____

On-Site Supervisor: _____

I have reviewed the "Managing Contracted Employers-Regulatory Summary" section of the Town of The Pas Safety program and acknowledge that I am aware of all Provincial and Federal Acts and Regulations and their requirements as they relate to the type of work that is being undertaken.

I have reviewed the "Managing Contracted Employers-Communicating Unsafe Conditions or Practices" document and acknowledge that I am aware of the Procedures that will be followed.

I acknowledge my responsibility and duties with regards to safety and agree to comply with provincial and Federal Acts and Regulations and Town of The Pas safety policies and procedures.

For information on the above, please contact HR Department at 627-1118.

Contractor

On-Site Supervisor

Date Signed

For Town use: Date Received/
Initials