



## REQUEST FOR QUOTES

DOCUMENT NO. RFQ22-01

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**PROPOSAL FOR:** Winter Services for Tudor and Cashel Township

**LOCATION:** Tudor and Cashel Township

**CLOSING DATE:** 30<sup>th</sup> August 2022 at 11:00 a.m.

**SUBMITTED BY:**

\_\_\_\_\_  
*(Insert company name)*

**SUBMITTED TO:**

Township of Tudor and Cashel Township

371 Weslemkoon Lake Road  
Gilmour, ON K0L 1W0  
Attn: Nancy Carrol, CAO

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#### 1.0 **INTRODUCTION**

The Municipality of Tudor and Cashel (the “Municipality”) appreciates your interest in this Request for Quotes (“RFQ”).

This RFQ covers the services for Tudor and Cashel Township. See [Section 5.0](#) for further details.

This approach, is for the Township to acquire information while making a decision as to whether they will be taking on the contracting of winter Maintenance on roads that currently do not receive this level of service.

#### 1.1 **Attachments (included)**

The following Attachments are provided for informational purposes:

Attachment 1 – Map of Roads

#### 1.2 **Appendices (included)**

To be completed and submitted:

Appendix A – Pricing

## **2.0 CLOSING TIME**

Estimates are asked to be submitted to the Municipality of Tudor and Cashel, 371 Weslemkoon Lake Road, Gilmour, Ontario, **before 30<sup>th</sup> August 2022 at 11:00 a.m.**

## **3.0 MUNICIPAL CONTACT PERSONS**

Proponents with questions related to the detailed specification or the nature of the work required may contact only, Glenn Hagerman, Road Supt., preferably **in writing**, by email to [roads@tudorandcashel.com](mailto:roads@tudorandcashel.com), or by fax 613-474-0664.

Questions related to the Proposal process itself, should be emailed to Nancy Carrol, CAO, Tudor and Cashel Township, by email to [clerk@tudorandcashel.com](mailto:clerk@tudorandcashel.com), or by fax 613-472-0664.

Unless otherwise indicated, the RFQ is available on the Municipal website at [www.tudorandcashel.com](http://www.tudorandcashel.com) or from Nancy Carrol by contacting 613-474-2583.

## **4.0 GENERAL TERMS AND CONDITIONS**

### **4.1 Freedom of Information Act**

The Proponent hereby consents to the disclosure of the information contained in this Proposal, pursuant to **The Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, C.M. 56 ("MFIPPA").

This RFQ is a public document. By responding to this RFQ, respondents waive any challenge to the Municipality's decisions in this regard. If any submittal contains confidential technical, financial or other types of information, the respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the respondent is relying upon. Marking all or substantially all of a response as confidential may result in the response being considered non-responsive.

Notwithstanding the foregoing, respondents recognize and agree that the Municipality will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties.

Any decision made under MFIPPA may be appealed to the Information and Privacy Commissioner of Ontario, who may direct the release of such information.

The identity of Proponents, as well as the successful Proposal amount, may be available to the public on the Municipal website as part of the award process.

The MFIPPA Coordinator for the Municipality is the Municipal Clerk. Any questions regarding the MFIPPA may be directed to the Municipal Clerk at 613-474-2583.

### **4.2 Costs Incurred**

The Municipality shall not, under any circumstances, be responsible for any costs incurred by the Proponent in the preparation of the Estimate.

### **4.3 Insurance**

#### **4.3.1 Liability Insurance**

The Contractor shall procure and maintain Comprehensive General Liability Insurance,

which shall:

- a) Have a limit of liability of not less than **five million dollars (\$5,000,000)** inclusive for any one occurrence;
- b) Include insurance against liability for bodily injury and property damage caused by vehicles or equipment owned by the Contractor;
- c) Be endorsed to provide that the policies will not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to the Municipality;
- d) Name the "Corporation of the Municipality of Marmora and Lake" as an additional insured party; and
- e) Contain a cross-liability clause.

The insurance company must be satisfactory to the Municipality.

The Contractor shall pay for all premiums and expense incurred with the insurances.

#### **4.3.2 Vehicle Insurance**

The Contractor shall maintain adequate vehicle insurance in the amount of **five million dollars (\$5,000,000)** for any and all Company vehicles as applicable to be used in the provision of the Contract requirements.

#### **4.3.3 Certificate of Insurance**

Prior to the start of any work, the Contractor shall file with the Municipality, a Certificate of Insurance, clearly stating that the insurance complies with all the requirements listed in **Section 4.3.1 and 4.3.2.**

## **5.0 PROPOSAL DETAILS AND SPECIFICATIONS**

### **5.1 Introduction**

The Municipality is asking for estimates to provide winter maintenance services for roads within the Township that currently are seasonal roads.

### **5.2 Scope of Work**

The scope of work involves winter maintenance services for those sections of roads that currently receive summer maintenance only. If a tender is issued for the service, it will be awarded on a three (3) year contract (i.e. 2023/2024, 2024/2025 and 2025/2026).

a) Perform snow plowing and sanding service to the following roadways under the jurisdiction of the Municipality:

- (i) South Steenburg Lake Road approx(from Maple Landing Road to end) approx.. 1.8 km,
- (ii) Moores Lane (off of South Steenburg lake road) approx. .5 km.
- (iii) North Jordan Lake Road approx.. .8 km,
- (iv) East Road from civic number 313 to 462, approx. .6 km..

b) The estimate will include the following:

- (i) Routine patrol over municipal roads to check for hazards and general conditions of roads and record in maintenance record logbook,
- (ii) Plowing and sanding of Municipal roads as listed above,

- (iii) Emergency culvert cleaning to prevent flooding, including the necessary equipment to perform task,
  - (iv) Emergency removal of down trees to make roads passable, including the necessary equipment to perform task,
- c) Unusual emergency circumstances, flooding, etc. will be dealt with separately on an hourly basis.

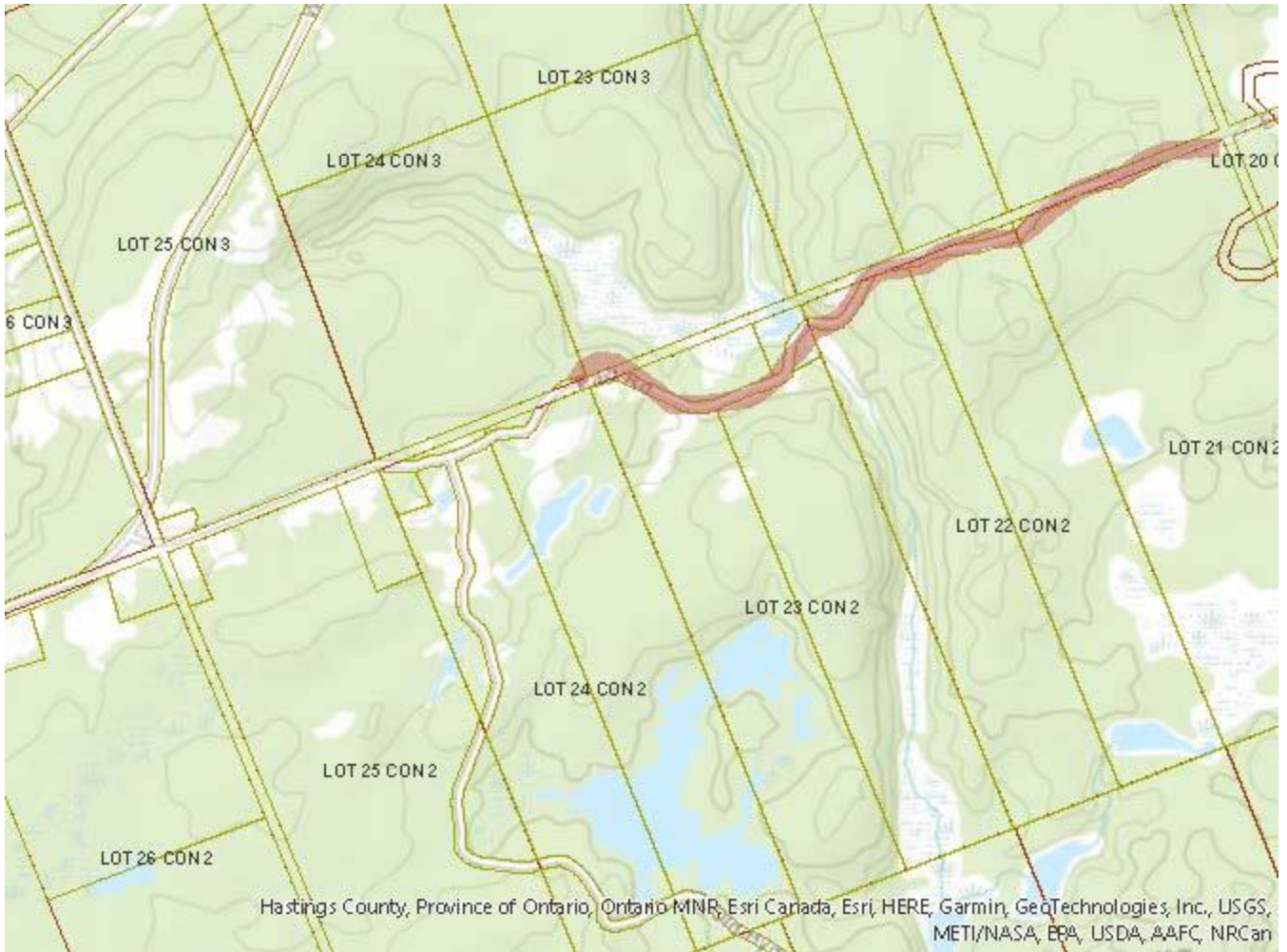
**5.2.1 Alternative Pricing**

Please provide your estimated equipment rates and labour rates for Emergency response.

**Attachment 1**

**MAP OF ROADS**

**EAST ROAD**

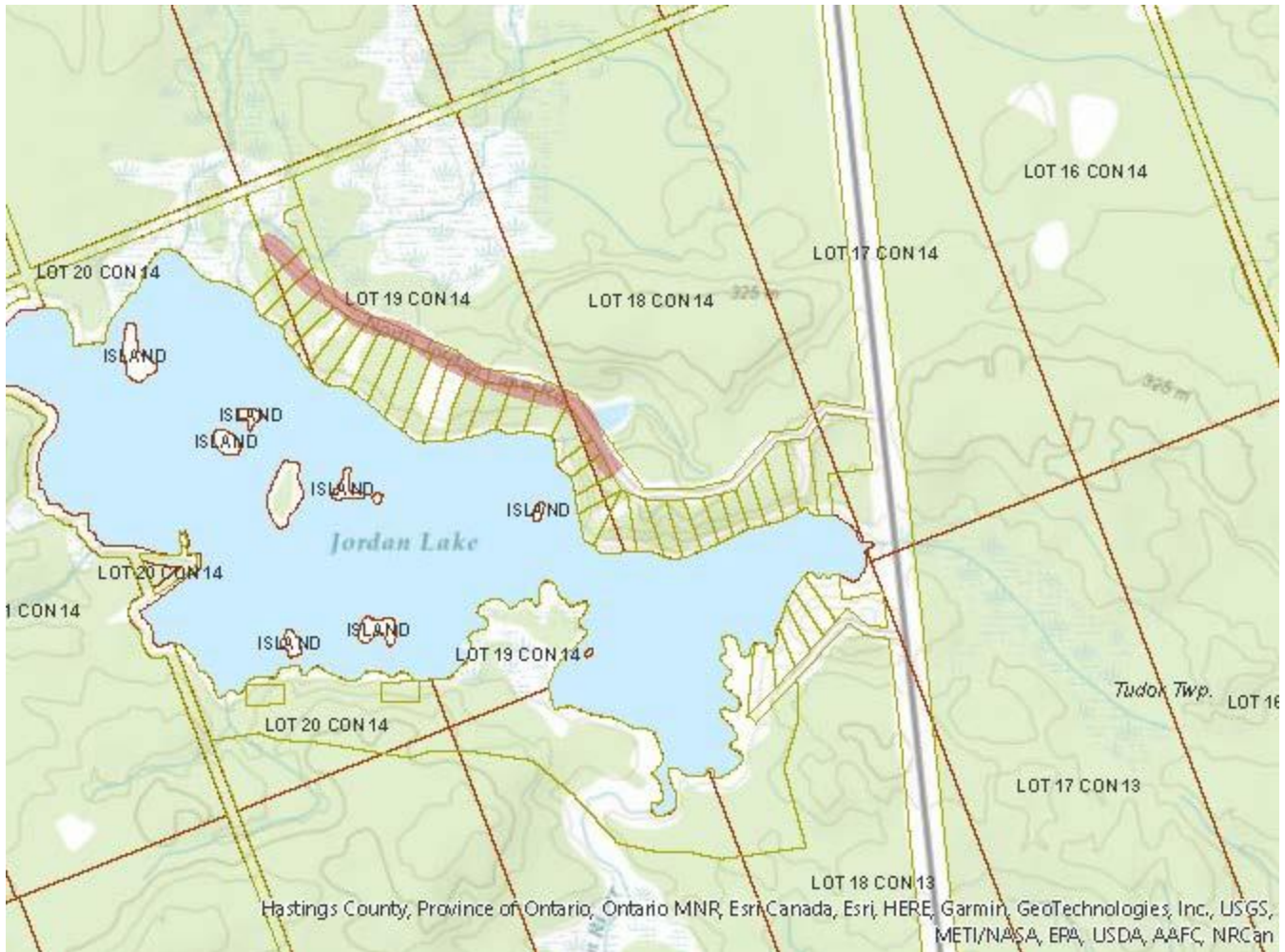


**MOORES LANE**





**NORTH JORDAN LAKE ROAD**



**SOUTH STEENBURG LAKE ROAD**



## Appendix A

## Pricing

<b>Services for Tudor and Cashel Township for South Steenburg Lake Road (Based on details in Section 5.2)</b>	
<b>SUBTOTAL</b>	\$
<b>HST</b>	\$
<b>TOTAL</b>	\$

<b>Services for Tudor and Cashel Township for Maple Lane (Based on details in Section 5.2)</b>	
<b>SUBTOTAL</b>	\$
<b>HST</b>	\$
<b>TOTAL</b>	\$

<b>Services for Tudor and Cashel Township for North Jordan Lake Roads (Based on details in Section 5.2)</b>	
<b>SUBTOTAL</b>	\$
<b>HST</b>	\$
<b>TOTAL</b>	\$

<b>Services for Tudor and Cashel Township for East Road (Based on details in Section 5.2)</b>	
<b>SUBTOTAL</b>	\$
<b>HST</b>	\$
<b>TOTAL</b>	\$

<b>TOTAL</b>	\$
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Alternative pricing if different for entire listing of roads

<b>Services for Tudor and Cashel Township (for full list of roads).</b>	
<b>TOTAL</b>	\$

<b>Services for Tudor and Cashel Township Equipment and Labour hourly rates for emergency</b>	