

**CORPORATION OF THE TOWNSHIP OF PLUMMER ADDITIONAL**  
**Request for Proposal**  
**CONSTRUCTION OF A SAND SHED**  
**RFP 24-01 (V.2 – February 8, 2024)**  
**AMENDED SECTION 2.3**

**1.0 INTRODUCTION**

The Township of Plummer Additional invites proposals from qualified contractors with WSIB and insurance coverage to provide materials and install a 60' x 80' sand shed on the site of the Township Roads South Yard, located at 39 Railway Crescent. This project will be bid in three stages and bidders may bid on one, two, or all three stages of the project.

**2.0 SCOPE OF WORK**

The Sand Shed will consist of a tarped structure anchored to concrete or block wall on footings, with an asphalt pad in the perimeter, located on the west side of the Township's South yard located at 39 Railway Crescent, Bruce Mines, Ontario.

The site is cleared and level. Contractor/vendor will be required to excavate for footings and base unless vendor requests for excavating and granular placement to be completed by the Township. Contractor is responsible for covering all engineering costs associated with any stage of the project they bid on.

**2.1 Stage 1: Gravel Base and Concrete Footings**

Apply a minimum 6" compacted gravel base using 5/8" or 7/8" gravel, then poured concrete footings wide enough to support blocks and building. Interlocking concrete landscape blocks or poured concrete to be placed on three sides on footings in the shape of a U where tarped structure will be anchored. Concrete wall/blocks on sides shall be a minimum 4' in height, and rear wall shall be a minimum of 6' in height.

Contractor/vendors can request for excavating, granular placement, and compaction to be completed by the Township. Such should be noted in page 6 of this document and should be reflected in the quoted price.

Stage 1 must be completed by June 3, 2024. Vendors can request extensions past the June 3, 2024, deadline, but are subject to Township approval.

**2.2 Stage 2: Asphalt Pad**

An asphalt pad measuring 90 ft long x 60 ft wide x 4 inches thick will be placed inside the U-shaped concrete blocks. Two lifts of asphalt will be placed within the perimeter, packed, with a 10-foot approach on the exterior.

Stage 2 must be completed by July 2, 2024. Contractor/vendor can request extensions past the July 2, 2024, deadline, but are subject to Township approval.

### **2.3 Stage 3: Tarped Structure**

Engineered tarp structure measuring 80' x 60' square with a minimum peak height of 30' (from the ground). Preferred (but not required), a minimum 13' of height along inside walls (from the ground) to be anchored on top of the concrete wall. One end wall shall be enclosed. Enclosed end wall shall include relief vents for wind. Minimum 15-year manufacturers warranty required on the Tarp/fabric material. Truss spacing no more than 10'. Structure must be of peak design.

- There is no electrical connection to the building.
- The Building Permit will be issued by the Township with fees waived.
- Clean up and dispose of all rubbish, waste, and materials on site is the responsibility of the vendor.

Stage 3 must be completed by August 1, 2024. Contractor/vendor can request extensions past the August 1, 2024, deadline, but are subject to Township approval.

### **3.0 GENERAL**

- 3.1 A site inspection with the Township's Road Working Foreperson (Chad Mullen) is recommended before submitting a proposal.
- 3.2 All information provided by a proponent in response to this RFP must contain sufficient detail to support the work being proposed.
- 3.3 The detail and clarity of the proponent's submission will be considered indicative of their expertise and competence to satisfactorily complete the proposed project.
- 3.4 Pages 6,7 & 8 attached hereto must be provided (and signed/initialed where applicable) as part of any proposal submitted.
- 3.5 The successful bidder shall supply all labour, materials and equipment necessary to complete the work in a satisfactory, professional and timely manner. The contractor/vendor must identify any required labour, materials and equipment necessary to complete the project but are not included in a proposal.
- 3.6 Any work completed by vendors/contractors is to be completed using the most efficient methods available. Anticipated start and completion dates are to be included in your submission.

- 3.7 The municipality reserves the right to request proponents to clarify information provided or to address specific requirements not adequately covered in their submission.
- 3.8 The lowest, or any bid, may not necessarily be accepted. The municipality reserves the right to accept or reject any or all proposals if the detail provided is insufficient.
- 3.9 The successful bidder will provide proof of WSIB and valid liability insurance naming the Township as third party insured before work begins.
- 3.10 All material and work shall be of the highest grade. Any improper or faulty material or workmanship entering the project shall be removed and repaired or replaced by the contractor immediately upon discovery or notice by the owner.
- 3.11 All work and materials shall come with a minimum 1-year warranty.
- 3.12 The contractor/vendor will be required to enter into an agreement with the Township based on the parameters that organizations have submitted within this proposal.
- 3.13 To ensure quality materials and workmanship, the Township will hold back 5% of the total cost of the project for 12 months past the date of project completion, which will then be released to the successful vendor after the 12 months have passed and the quality of materials and workmanship have been maintained to their original standards. Should vendors only complete 1 or 2 of the 3 total stages, this hold back will still apply for their stage.
- 3.14 Upon the opening of the proposals, the Township has the right to contact prospective vendors to discuss required extensions, or arrangements that need to be made based on the information vendors have provided in their proposal.

#### **4.0 COMPLETION DATE/LATE PENALTY**

As stated above:

Stage 1 must be completed by June 3, 2024

Stage 2 must be completed by July 2, 2024

Stage 3 must be completed by August 1, 2024

To ensure that the project is completed on time, the vendor/contractor will be required to enter into a written agreement to have the structure completed before the timeline above. Vendors can request extensions past the stage deadlines but are subject to Township approval.

Vendors who are delayed due to previous stages not being completed by another vendor shall be given extensions based on the final date of the stage completion.

For every calendar day past any of the stage deadlines that the project is not completed, \$500 plus HST will be deducted from the vendor's total bid price.

## **5.0 CLOSING DATE AND TIMING**

- 5.1 The closing date for proposals is Friday, February 16, 2024, at 2:00 p.m.
- 5.3 Price(s) to remain FIRM for the contract period and must be open to acceptance by the municipality for a period of 30 days after the closing date.
- 5.4 Any questions regarding this Request for Proposal should be directed to the Township Administration Office at 705-785-3479, or by email to [info@plummertownship.ca](mailto:info@plummertownship.ca) To reach the Road Superintendent, please call 249-356-5282 or by e-mail at [cmullen@plummertownship.ca](mailto:cmullen@plummertownship.ca)

## **6. CLOSING DATE – DELIVERY**

- 6.1 Proposals can be sent by email, including the proposal in a password protected PDF, or delivered in a sealed envelope. For password protected PDF's, the password will be requested (by the Township) the day of the proposal opening. Emailed proposals shall be sent to the Clerk at [lmoffatt@plummertownship.ca](mailto:lmoffatt@plummertownship.ca).
- 6.2 Sealed envelopes may be delivered to the Township Office at 38 Railway Crescent, Bruce Mines, ON, or left in the mail slot if the office is closed. E-mail [lmoffatt@plummertownship.ca](mailto:lmoffatt@plummertownship.ca) if you require additional information.
- 6.3 Hardcopy submissions to be clearly marked as "Request for Proposal – Sand Shed", sealed, and addressed to:

Lars Moffatt  
CAO/Clerk  
The Township of Plummer Additional  
38 Railway Crescent  
Bruce Mines, ON P0R 1C0

## **7. MATERIALS**

- 7.1 Tarp structure is to have a minimum 15-year warranty on tarp/fabric materials. Contractors should provide as much detail as possible to indicate what is covered in any warranties.
- 7.2 Bidders may use discretion in supply of concrete or concrete blocks.
- 7.3 Tarp structure is to be white in colour.

**8. DESIGN**

- 8.1 To ensure that the proposed structure will be constructed properly and can be approved by the Township's Chief Building Official, the Township is requesting any drawings of the structure, including the tarp and the footings, to be sent with any proposal.
- 8.2 The Township may request more information from bidders, including additional specifications or designs, once the bids are open on February 16, 2024 at 2:30 p.m. Bidders should be aware that the Township requesting more information from any vendors after the tender opening date is not indicative that their bid will be successful.

**9. POST CLOSING DATE**

- 9.1 Upon opening of the bids, all bids will be reviewed by staff and then sent to Council for consideration at their February 21, 2024, regular meeting. Bidders will be notified if their proposal was accepted on February 22, 2024. Should further time be required by Council before a final decision is made, all bidders will be notified on February 22, 2024, of when the next meeting that their bids will be considered by Council is, and when they will expect to hear a final decision after this meeting.

**THE TOWNSHIP OF PLUMMER ADDITIONAL - SAND SHED PROPOSAL**

**PAGE 6, 7, & 8 MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL.  
PLEASE INITIAL PAGE 6, 7, & 8**

**Stage 1:** Concrete materials warranty: \_\_\_\_\_

Materials: \$ \_\_\_\_\_

Labour: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_ Total Quotation before taxes: \$ \_\_\_\_\_

Does this stage include excavating services and required granular? \_\_\_\_\_

Anticipated Start date (Stage 1): \_\_\_\_\_

Anticipated Completion date (Stage 1): \_\_\_\_\_

Please state if there are any materials/labour that are not included in this price, or if amendments to the Township's preferred specifications need to be made. Additionally, if you are unable to meet the stage deadlines above, please state your reasoning.

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**Stage 2:** Asphalt materials and supplies: \_\_\_\_\_

Materials: \$ \_\_\_\_\_

Labour: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_ Total Quotation before taxes: \$ \_\_\_\_\_

Anticipated Start date (Stage 2): \_\_\_\_\_

Anticipated Completion date (Stage 2): \_\_\_\_\_

Please state if there are any materials/labour that are not included in this price. Additionally, if you are unable to meet the stage deadlines above, please state your reasoning.

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**Stage 3:** Tarp materials and supplies warranty: \_\_\_\_\_.

Please provide as much detail as possible about the warranty of the tarp structure and any related supplies.

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Materials: \$ \_\_\_\_\_

Labour: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_ Total Quotation before taxes: \$ \_\_\_\_\_

Anticipated Start date (Stage 2): \_\_\_\_\_

Anticipated Completion date (Stage 2): \_\_\_\_\_

Please state if there are any materials/labour that are not included in this price. Additionally, if you are unable to meet the stage deadlines above, please state your reasoning.

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**Other items (completion of this section is required):**

- 1. I accept the \$500 fee for each calendar day that the project is not completed on time, as per the deadlines outlined in this Request for Proposal document (24-01). I understand that extensions may be provided, but at the discretion of the Township of Plummer Additional. Extensions can be agreed to before or during the completion of the project.  Yes, I accept.  No, I do not accept**

If the vendor answered “no”, please provide any other arrangements you may be open to (Ex. Reduced late completion charge, increased timelines, etc.)

**2. I hereby agree to 5% of the total bid price being withheld for a period of 12 months from the stages/total project being completed and signed off by the Township.**     Yes, I accept.     No, I do not accept

If the vendor answers “no”, please provide any other arrangements you may be open to (Ex. Reduced late completion charge, increased timelines, etc.)

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**3. Please state your preferred payment arrangements (Ex. 50% due upon signing of agreement, 20% due upon delivery, 25% due upon completion of project and 5% due 12 months after completion of project).**

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**4. Is your organization open to other payment arrangements being made before the signing of the agreement?**

Yes, I am open to alternative arrangements.     No, I am not open to alternative arrangements.

Date of Site Inspection (if applicable): \_\_\_\_\_

I, \_\_\_\_\_, do solemnly attest that I have the authority to bind the corporation and submit that I will be responsible for any and all assertions made herein.

The name, email and phone number of the proponent firm and its principal contact person:

NAME OF FIRM: \_\_\_\_\_

PRINCIPAL CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Cell # \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_