



REQUEST FOR PROPOSALS (RFP)

Gravel Supply, Haul and Placement – Gauthier Rd, Mini Farm Rd, Poly Ure Rd

RFP #: 2025-03

Township of Armstrong

Issue Date: May 22, 2025

Submission Deadline: June 6, 2025 at 2:00 PM (EST)

Contact Information:

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Public Works Superintendent

Township of Armstrong

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2 Introduction

The Township of Armstrong is seeking tenders from qualified contractors to provide the supply, hauling, and placement of approximately \$200,000 worth of 5/8" Type "A" Granular gravel on municipal roads. The Township invites interested parties to submit sealed bids in accordance with the instructions and specifications set out in this document.

3 Background

The Township's gravel resurfacing project for 2025 includes three key municipal roadways:

- Gauthier Road
- Mini Farm Road
- Poly Ure Road

The work must be completed between July 3, 2025, and August 30, 2025. This initiative supports the Township's infrastructure maintenance strategy by improving road conditions and drainage on rural roads.

4 Scope of Work

The successful contractor will be responsible for:

- Supplying, hauling, and placing 5/8" Type "A" Granular gravel
 - Estimated contract value: \$200,000 (excluding HST)
 - Conforming to OPSS 1010 specifications
 - Locations:
 - Gauthier Road
 - Mini Farm Road
 - Poly Ure Road
 - Spreading gravel uniformly (final grading performed by Township)
 - Quantities may vary $\pm 20\%$
-

5 Deliverables

- On-site delivery and placement of gravel as per OPSS specifications
 - Truck ticket-based verification of quantities delivered
 - Coordination with Township staff for timing and traffic control
-

6 Proposal Submission Requirements

Bidders must submit the following:

- Completed Bid Submission Form (see Section 9)
- 10% Bid Bond or Certified Cheque
- Certificate of Insurance (Minimum \$5 Million Liability)
- WSIB Clearance Certificate
- Health & Safety Policy
- Proof of Business Registration
- Conflict of Interest Declaration

All documents must be signed, sealed, and submitted in a sealed envelope clearly marked “RFT 2025-03 – Gravel Project”.

7 Timeline

| Activity | Date |
|------------------------------|---------------------------|
| RFP Issued | May 22, 2025 |
| Proposal Submission Deadline | June 6, 2025 (by 2:00 PM) |
| Award Notification | June 12, 2025 |
| Contract Start | July 3, 2025 |
| Completion Deadline | August 30, 2025 |

8 Evaluation Criteria

Tenders will be evaluated based on the following:

- Price
- Contractor experience and capacity
- Compliance with submission requirements
- Schedule availability
- References (if requested)

Lowest or any tender not necessarily accepted.

9 Submission Instructions

- Submit sealed bids to:
Township of Armstrong Municipal Office
35 Tenth Street, P.O. Box 546, Earleton, ON P0J 1E0
- Clearly label the envelope: “RFT 2025-03 – Gravel Project”
- Late submissions will not be accepted
- Withdrawal of bids is permitted before closing time via written notice.

10 Appendix A: Bid Submission Form

Township of Armstrong

Armstrong Landfill – Capacity, Compliance, Closure Cost, and Monitoring Review

Proponent Information

| Item | Details |
|--------------|---------|
| Company Name | |
| Contact Name | |
| Address | |
| Phone | |
| Email | |

Pricing

| Item | Unit Price (Per Tonne) | Estimated Quantity | Total Price |
|--|------------------------|--------------------|--------------------------|
| 5/8" Type "A" Gravel – Supply, Haul, and Placement | \$ _____ | _____ Tonnes | \$200,000 (Excl. HST) |

Mandatory Submission Checklist

- | | |
|--|--|
| <input type="checkbox"/> Signed Bid Form | <input type="checkbox"/> Health & Safety Policy |
| <input type="checkbox"/> 10% Bid Bond or Certified Cheque | <input type="checkbox"/> Conflict of Interest Declaration |
| <input type="checkbox"/> Certificate of Insurance (\$5M Minimum) | <input type="checkbox"/> Sealed Envelope with Proper Label |
| <input type="checkbox"/> WSIB Clearance Certificate | <input type="checkbox"/> Submission Before Deadline |

Declaration by Proponent

The undersigned confirms that the prices herein are firm for acceptance for a period of sixty (60) days and that the Proponent has reviewed and agrees to the full scope of work described in the Township's Request for Proposals. We also hereby acknowledge receipt of any addenda (if any).

Authorized Signature _____

Name and Title (printed) _____

Date _____

Acceptance by Township of Armstrong

The Township of Armstrong hereby accepts the above bid for the work described in the RFP, subject to any conditions mutually agreed upon in writing.

Authorized Signature (Township) _____

Name and Title (printed) _____

Date _____

11 Appendix B: Reasons for Bid Exclusion

In accordance with the Township of Armstrong Procurement Policy, the following circumstances may result in the exclusion or rejection of a bid submission:

1. Late Submission
 - Bids received after the official closing date and time will be automatically rejected without being opened or read publicly.
2. Unsealed Submission
 - Any bid that is not sealed will be automatically rejected.
3. Incomplete Financial Security
 - Failure to provide required bid security (e.g., bid bond, certified cheque, irrevocable letter of credit) where specified will result in automatic rejection.
4. Incomplete or Missing Bid Documents
 - All mandatory sections of the bid documents must be completed. Failure to do so will lead to automatic rejection unless deemed trivial by the Department Head and Council.
5. Qualified or Conditional Bids
 - Bids containing qualifications, conditions, or restrictions not provided for in the RFP will be automatically rejected unless deemed insignificant.
6. Use of Unauthorized Forms
 - Bids submitted on forms other than those issued by the Township will be automatically rejected.
7. Failure to Acknowledge Addenda
 - Failure to acknowledge receipt of all issued addenda having financial implications will result in automatic rejection.
8. Mathematical or Clerical Errors
 - Where mathematical errors or clerical errors exist, bidders will have 48 hours to correct and initial such errors. Failure to correct within the timeframe may result in rejection.
9. Missing Corporate Seals or Authority to Bind
 - Missing corporate seals or authority to bind the corporation must be rectified within 48 hours, or the bid will be rejected.
10. Non-Compliance with Mandatory Insurance, WSIB, or Health & Safety Policy Requirements
 - Bidders must submit proof of insurance coverage (minimum \$5 million general liability), WSIB Clearance Certificates, and a Health & Safety Policy (if required). Failure to provide satisfactory proof may result in rejection.
11. Conflict of Interest
 - Bids will be rejected if a conflict of interest is identified which cannot be adequately mitigated.
12. Non-Responsive Bids
 - Bids that fail to meet mandatory technical requirements or scope of work criteria will be considered non-responsive and rejected.
13. Non-Compliance with Procurement Policy Requirements

- Any deviation from the purchasing methods, commitments, or reporting requirements as outlined in the Township’s Procurement Policy may result in exclusion.
14. Other Irregularities
- Any other irregularities as determined jointly by the Department Head and Council to be material will result in the bid being rejected.

Privilege Clause:

“The Township reserves the right to reject the lowest or any bid, and shall not be obliged to accept any proposal or tender.”