



TOWN OF SHELBURNE

REQUEST FOR TENDERS

Asphalt Patching

2022

Town of Shelburne
P.O. Box 670
168 Water St
Shelburne, NS B0T 1W0

Opening Date: May 14th, 2022
Closing Date: June 6th, 2022 (2:00 p.m.)

1. INFORMATION TO BIDDERS

1.1 Scope of Tenders

The Town of Shelburne is requesting tenders for asphalt patching (by laid tonne) in accordance with the Terms of Reference provided in this Request for Tenders (RFT) document.

1.2 Questions & Clarifications

It is the Bidder's responsibility to clarify any details in question not mentioned in this document prior to submitting their tender.

Questions relating to this tendering process must be received by May 30th, 2022, before 2:00 p.m. and can be e-mailed to the attention of Sarah Mattatall, Manager of Administration & Human Resources (sarah.mattatall@shelburnens.ca).

Responses to all questions will be shared with all bidders via the website to ensure a level playing field for all bidders. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends excepted). A clarification does not form part of the tendering document.

Any modifications to the document will be in the form of an addendum which will be issued to all bidders and provided on the website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

1.3 Delivery and Closing Date for Tenders

Any change notices, appendices and addenda issued for this Request for Tenders shall be considered part of this proposal document.

The tender document is to be submitted in a sealed envelope clearly marked with the tender name, number and directed to the attention of the appropriate contact on or before the closing date and time. Bidders must submit one hard copy of the submission and a suitable electronic copy for distribution. Your tender must be written in ink or type-written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the bidder. Fax or e-mail tenders are not acceptable.

Tenders shall not be accepted after the closing date and time. Bidders may not make modifications to their tenders after the closing date and time. All tender documents shall become the property of the Town.

It is the responsibility of each bidder to submit all required documents as outlined in this Request for Tenders. Failure to quote on all options set out will disqualify your tender.

Sealed tenders in an envelope, including the attached document (Schedule “A”) should be clearly marked as to contents and will be received until 2:00 p.m. on June 6th, 2022.

Tenders will be opened immediately following the closing date detailed above and will be provided to the evaluation committee.

1.4 Town Contact Person

Questions with respect to this Request for Tenders should be directed to Sarah Mattatall, Manager of Administration & Human Resources by phone at 902-875-2991 or via email to sarah.mattatall@shelburnens.ca.

1.5 Selection Process

The Town will not necessarily accept the lowest price or any tender. Any implication that the lowest price or any tender will be accepted is hereby expressly negated. The tender will be awarded to one firm only.

1.6 Evaluation Criteria

Each tender will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

- a. Completeness
The completeness of the document submitted and its compliance with this Request for Tenders.
- b. Timelines
The conformance of project timeline to the requirements of the Town.
- c. Cost
Cost schedule as per Terms of Reference.

| Bidder | Completeness (10%) | Timelines (20%) | Cost (70%) | Total Points |
|--------|--------------------|-----------------|------------|--------------|
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1.7 Rejection of Tenders

The Town reserves the right to reject any and/or all tenders received. The Town is not under any obligation to award a contract and reserves the right to terminate the Request for Tender at any time for any reason, and to withdraw from discussions with all or any of the bidders who have responded. The receipt and opening of a tender does not constitute acceptance of any tender.

1.8 Reservation of Right

Bidders will not have the right to change conditions, terms, or prices of the tender once the tender has been submitted in writing to the Town, nor shall bidders have the right to withdraw a tender once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of tenders:

- a) The Town's past experience with the Bidder and/or its management;
- b) Information provided in response to enquiries of credit and industry references;
- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the tender in relation to the reputation, reliability, experience and capabilities of the Bidder;
- d) The manner in which the Bidder provides services to others; and,
- e) The experience and qualification of the Bidder's senior management and project management.

The Town may, in its sole discretion, reject any tender which does not fully satisfy the above consideration to its satisfaction.

1.9 Governing Law

Any contract resulting from this Request for Tender shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

1.10 Indemnification and Insurance

a. General Commercial Insurance:

Bidders shall, at his or her expense, obtain and keep in force during the term of this agreement, Commercial General Liability Insurance satisfactory to the Town, be written by an insurer licensed to conduct business in Nova Scotia and include but not be limited to the terms detailed in the Town's Procurement Policy.

b. Workers' Compensation Board (WCB):

Certificate of insurance for employees and/or contractors to ensure all individuals working on the project have current Workers' Compensation Board Coverage.

2. TERMS OF REFERENCE

2.1 Project Introduction

The Town of Shelburne is seeking tenders for patch paving (hand patch and spreader patch). For each location, the contractor is responsible for the supply and placement of asphalt, preparation of the holes for asphalt, tack coat, compaction, reinstatement, and any incidentals required to complete the work as a whole. The Town of Shelburne will be responsible for excavating cross cuts, traffic control during the project as well as clean-up.

2.2 Project Description

The project includes the provision of asphalt paving services to the Town of Shelburne. The Town is requesting a contractor to provide asphalt paving by the laid tonne. New asphalt (hand patch and spreader patch) is to be laid on various sections over various streets within the Town of Shelburne.

The Town of Shelburne is looking to improve the Town's road conditions after a long winter and normal wear and tear. There are several sections throughout the community that require hand patching as well as spreader patching.

Please present costs per tonne for paving with hot asphalt, laid and machine spread as well as for hand patching as per the description herein. In addition, prices are to include tack coat and compaction.

No extra or additional payments in respect of this work shall be made unless the Town has given prior written approval to the Contractor for such "extras" or additional payments in respect of the work or otherwise.

2.3 Project Deliverables

This project will include the following deliverables:

- 1) Asphalt paving as specified herein.

3. Tender Requirements

Bidders are required to provide the following in their tenders:

- Full cost information (including HST and expenses) as requested,
- Timelines for completion of asphalt paving to meet Town scheduling

requirements, and,

- Proof of required insurance and WCB coverage.

4. Tender Submission

Please submit your tender package by 2:00pm on June 3rd, 2022 to Sarah Mattatall, Manager of Administration & Human Resources for the Town of Shelburne (contact details below).

Sarah Mattatall
Manager of Administration & Human Resources

Town of Shelburne
168 Water Street, PO Box 670
Shelburne, Nova Scotia
B0T 1W0

SCHEDULE A

COVER SHEET FOR TENDER

Company Name: _____

Company Address: _____

Contact Information: _____

Key Contact for Tender: Name: _____

Email: _____

Business Phone: _____

Cell Phone: _____

Name of Request for Tender: _____

Documents Attached: _____
