



**The Corporation of the Municipality of West Grey
Infrastructure and Public Works Department**

RFT WG25-03

Durham Community Centre – Replacement of Compressor

February 2025

You are hereby invited to bid the lowest net prices for which you are prepared to furnish the merchandise or services described, all in accordance with the terms and conditions and instructions as stated in this document.

NOTE: It is the vendor's sole responsibility to ensure their submissions are received by the time and date specified within the document.

The lowest or any bid will not necessarily be accepted.

Company Name: _____

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Section A – Terms of Conditions

1. Form of Tender

All Tenders must be upon the forms provided, submitted in **sealed packages, clearly marked with RFT number and project description and Bidder’s company name on the label provided. The package shall include one (1) original. Please see “Completion of Tender” for a listing of documents to include for this submission.**

2. Definitions

Municipality: Refers to “The Municipality of the West Grey”
Owner: Refers to “The Municipality of the West Grey”
Bidder: Refers to “any eligible entity providing a Tender”
Successful Bidder: Refers, in the event of an award, “to the selected Bidder”
RFT: Refers to “Request for Tenders”

3. Non-mandatory Site Meeting

There will be a non-mandatory site meeting for prospective bidders at the work site on **Friday, February 14, 2025, at 1:00 p.m.**

Durham Community Centre
451 Saddler Street West
Durham, ON N0G 1R0

Any parties who wish to attend are required to register with in writing to Geoff Aitken, Director of Infrastructure & Public Works, publicworks@westgrey.com or phone 519-369-2200, ext. 227.no later than **4:00 p.m. on February 12, 2025.**

4. Tender Closing

Tender submissions must be received by the:

**Municipality of West Grey,
402813 Grey Road 4
Durham, ON N0G 1R0**

Attn: Geoff Aitken, Director of Infrastructure & Public Works

No later than 11:00 a.m. local time, Friday February 21, 2025.

The Municipality is not responsible for Submissions which are not properly marked and/or delivered to any other location than that specified.

5. Late Submissions

Tenders received after the official closing time will **not** be considered during the selection process and will be returned unopened to the respective Bidder.

6. Electronic Submissions

Electronically transmitted submissions (email, fax, etc.) will **not** be accepted for this RFT.

7. Tender Opening

Bidders are advised there will be a public opening for this RFT. Submissions received, by the date and time of closing, will be opened administratively by respective members of the Municipality at **11:00 a.m. on Friday February 21, 2025, at the Municipal Office – 402813 Grey Rd. 4.**

8. Completion of the Tender

All entries shall be clear and legible, and made in a non-erasable medium, and signed in ink. All items shall be submitted according to any instruction in the Request for Tender Documents.

Alterations may be made, providing they are legible and initialed by the Bidder's signing officer. Tenders which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted or irregularities of any kind may be rejected.

9. Tender Withdrawal

Any Tender may be withdrawn prior to the scheduled time for Tender Closing, or authorized postponement thereof.

10. Bidder Expense

Any expenses incurred by the Bidder in the preparation of the Tender submission are entirely the responsibility of the Bidder and will **not** be charged to the Municipality.

11. Examination of Request for Tender Documents

Each Bidder must satisfy himself/herself by a personal study of the RFT documents respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after Submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by this RFT.

Prices must include **all incidental costs**, and the Bidder must be satisfied as to the full requirements of the RFT. No claims for extra work will be entertained and

any additional work must be authorized in writing prior to commencement. Should the Bidder require more information or clarification on any point, it must be obtained prior to the submission of the RFT.

12. Inquiries, Discrepancies, and Interpretations

Should a Bidder find omissions from or discrepancies in any of the RFT documents, or should the Bidder be in doubt as to the meaning of any part of such documents, the Bidder shall notify the designated contact person and office without delay. If the designated contact person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFT documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Tender documents.

Inquiries must be received no later than three (3) business days prior to the closing date of the RFT; otherwise, a response may not be provided.

13. Acceptance or Rejection of Tenders

- a. The Municipality reserves the right to reject any or all Tenders, and to waive formalities as the interests of the Municipality may require without stating reasons therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Municipality shall not be required to award or accept a Tender, or recall the Tenders later:

- i. When only one Tender has been received as a result of the Tender call;
 - ii. Where the lowest responsive and responsible Bidder substantially exceeds the estimated cost of the goods or service;
 - iii. When all Tenders received fail to comply with the Specifications or Tender Terms and Conditions; and
 - iv. Where a change in the scope of work or specifications is required.
- b. The Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Municipality of any Tender or by reason of any delay in the acceptance of a Tender, except as provided in the Tender document.
 - c. Each Tender shall be open for acceptance by the Municipality for a period of thirty (30) calendar days following the date of closing.

- d. Where the Tender documents do **not** state a definite delivery/work schedule and a submitted Tender is based on an unreasonable delivery/work schedule, the Tender may be rejected.

14. Errors and/or Omissions

The Municipality shall not be held liable for any errors and/or omissions in any part of this RFT. While the Municipality has used considerable efforts to ensure an accurate representation of information in this RFT, the information contained in the RFT is supplied solely as a guideline for Bidder(s). The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFT is intended to relieve the Bidder from forming their own opinions and conclusions with respect to the matters addressed in the RFT.

15. Addenda

If required by the Municipality, Addenda will be distributed to all Bidders registered as a document taker for this Tender. The Addenda will be distributed using the latest contact information as provided by the Bidder. It is the Bidder's responsibility to notify the Municipality of any changes to their email or mailing address. It is the Bidder's ultimate responsibility to ensure all Addenda's have been received.

Bidder shall be required to acknowledge receipt of Addenda on the Bidder's Information/Addenda Acknowledgement Form contained in the Tender document.

16. Tender Award Procedures

Unless stated otherwise, the following procedures will apply:

- a. The Municipality will notify the Successful Bidder of the award within thirty (30) calendar days of the Tender Closing.
- b. The Municipality will provide a formal Notice of Acceptance of Tender letter to the successful bidder upon Council approval by either mail or email.

17. Ability and Experience of Bidder(s)

- a. It is not the purpose of the Municipality of the West Grey to award this contract to any Bidder who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital to ensure acceptance performance and completion of the Tender.
- b. Bidders must be capable of performing the various items of work being bid upon.

18. Responsibility for Damages

The successful Bidder shall indemnify and hold harmless the Municipality, its officers and employees from and against any and all liabilities, claims, demands, loss, cost damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Bidder(s), its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and as a result of activities under this Tender.

19. Regulation Compliance and Legislation

The successful Bidder(s) shall ensure all services and products provided in respect to this Tender are in accordance with and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

20. Sub-consultants

No sub-consultants or collateral agreements shall be permitted with respect to the work of this assignment, except with the Municipality's express written consent and in advance of commencement of sub-consultant activities.

Failure to obtain this consent may result in cancellation of the contract with the Successful Bidder(s).

21. Character and Employment of Workers

The successful Bidder shall employ only orderly, competent and skilful employees to ensure that the services are carried out in a respectable manner.

If any person employed by the Successful Bidder(s) in connection with the service arising out of this Tender gives, in the opinion of the Municipality, just cause for complaint, the successful Bidder(s) upon notification by the Municipality in writing, shall not permit such person to continue in any future service arising out of this Tender.

22. Freedom of Information

All correspondence, documentation and information provided shall become the property of the West Grey. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Tenders received by the West Grey become a public record. Once a Tender is accepted by the West Grey, and a contract is signed, all information contained in the contract is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Municipality of West Grey
402813 Grey Rd. 4, Durham, ON N0G 1R0
Phone: (519) 369-2200, Ext. 229
Jaimie Eckenswiler, Director of Legislative Services/Clerk
clerk@westgrey.com

Clerk has been designated by the Municipality of the West Grey Council to carry out the responsibilities of the Act.

23. Patent, Copyright or Other Proprietary Rights

In accordance with Municipal Freedom of Information and Protection of Privacy Act, Bidders are reminded to clearly identify in their Tender material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Bidders are encouraged to place all such details and information within a separate section of their submission. Complete Tender details are **not** to be identified as "Confidential".

24. Harmonized Sales Tax (HST)

All prices within this document shall be quoted exclusive of HST.

25. Terms of Payment

The normal terms of payment for the Municipality will be net thirty (30) calendar days. Invoices shall be forwarded to:

Municipality of West Grey
402813 Grey Rd. 4
Durham, ON, N0G 1R0

26. Assignment of Contract

The successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Municipality, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

27. Contact

All requests for information, instructions or clarifications regarding this Request for Tender (RFT) must be submitted in writing and directed to:

Municipality of West Grey
402813 Grey Rd. 4, Durham, ON N0G 1R0
Phone: (519) 369-2200, Ext. 227
Geoff Aitken, Director of Infrastructure and Public Works
publicworks@westgrey.com

All questions related to this RFT or any clarification with respect to this RFT must be made no later than (3) three days prior to closing in order that West Grey staff may have sufficient time to respond. The Municipality reserves the right to extend the deadline for questions, if required.

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFT will be circulated in writing as a RFT Addendum to all Bidders who have received the RFT document from the Municipality.

28. Tender Evaluation

All submissions must follow the requirements of the RFT process to be considered.

29. Insurance Requirements

a. Commercial General Liability

The successful Bidder(s) shall, at his/her expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the Municipality, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- i. A limit of liability of not less than \$5,000,000/occurrence;
- ii. The Municipality shall be named as an additional insured;
- iii. The policy shall contain a provision for cross liability in respect of the named insured;
- iv. Non-owned automobile coverage with a limit of at least \$2,000,000 including contractual non-owned coverage;
- v. Products and completed operation coverage (Broad Form) with an aggregate limit not less than \$2,000,000; and
- vi. That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the Municipality.

b. Proof of Insurance

The successful Bidder(s) shall provide, together with its executed agreement, a certificate(s) of insurance of certified copy(s) of the above-referred to policies, satisfactory to the Municipality, together with proof of renewal at least ten (10) days prior to expiry. Provided that if a certificate is provided, all requirements as above set forth must be shown on the said certificate and notwithstanding the provision of any certificate, the Municipality may require that the Bidder(s) provide a certified copy of the policy.

30. Workplace Safety and Insurance Board

The Contractor will be required to submit the Workplace Safety and Insurance Board Clearance Certificate Number indicating the Bidder's good standing with the Board.

- a. Prior to Award;
- b. Prior to the expiration of the Contract period; and
- c. At any other time when requested by the Municipality.

For non-construction work only, if the Contractor is unable to obtain a clearance as required, because it is an independent operator, with no insurance workers, it shall submit to the Owner written confirmation from the Worker's Compensation Board of its status as an independent operator for the Contract. This must be given to West Grey Municipality within seven (7) Business Days of receipt of the notification of the award. If the Contractor does not produce such confirmation, the Owner may at its sole option, terminate the Contract.

31. Health and Safety

- a. A list of all designated substances present at a project site must be included as part of any tendering information. Contractors must ensure that any prospective sub-contractors have a copy of the designated substance list before any binding contract for work is executed.
- b. The contractor will be required to provide a copy of their Health and Safety Policy and Training Program to the Municipality.
- c. A copy of the Health and Safety Policies and Procedures of the Municipality will be made available to the successful contract bidder and the contractor shall be required to comply with the health and safety standards of the Municipality.
- d. The Municipality retains the right to stop the contractor's work without penalty to the Municipality if the contractor fails to comply with the Occupational Health and Safety Act, the Health and Safety Policies and Procedures of the

Municipality or creates an unacceptable health and safety hazard.

32. Taking the Work Out of the Contractor's Hands

Where the Contractor becomes bankrupt or insolvent, delays commencing or diligently executing the Work, abandons the Work or has otherwise failed to perform any of the provisions of the Contract, the Owner may, without previous notice and without process or suit at law, take the work out of the hands of the Contractor and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, the Owner may use all monies due on the Contract to correct or complete the work.

33. Interpretation

If any question arises regarding meaning, intent or other matter required by the Contract, the question shall be decided by the Owner.

34. Laws, Notices, Permits and Fees

The successful Bidder(s) shall obtain the necessary permits, licenses and pay the required fees, as they pertain to this assignment, which are in force at the date of the Tender Closing.

The successful Bidder(s) shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become, in force during the period for which services are performed in accordance with the schedule of work.

35. Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the Municipality and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Tender. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

36. Cancellation

- a. The Municipality reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- b. If the successful Bidder(s) should neglect to execute the work properly, or fail to perform any provision of this Award, the Municipality, after three (3) business days written notice to the successful Bidder(s), may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the

successful Bidder(s). Continued failure of the successful Bidder(s) to execute the work properly shall result in a termination of Contract. The Municipality shall provide written notice of termination.

- c. The Municipality may elect to terminate the Contract if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the successful Bidder(s).
- d. Either party may terminate the Contract by giving the other party sixty (60) calendar day's written notice, giving reasons acceptable to the other. A period of less than sixty (60) calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.
- e. Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

37. Consultants

Any consultant involved in developing the specifications intended to be used with the Tender process cannot be involved in the creation of the response to those specifications.

38. Conflict of Interest

This Tender is made by the Bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Tender for the same work and is in all respects fair and without collusion or fraud.

The tendered price must conform to the Municipality of West Grey's specifications attached hereto and forming part of this tender.

39. Contract Award

Without limiting all other rights that may be exercised by the Municipality pursuant to this Document, vendors are advised that the Municipality reserves the right to fully evaluate Vendor Submissions, which evaluation may include, without limitation, a review of references, past performance history, completion history (including extended completion dates), litigation history (including construction liens filed by subcontractors for non-payment) and claims history of the vendors and to reject a Vendor Submission if same is not satisfactory to the Municipality.

40. Accessibility for Ontarians with Disabilities

- a. The Ontario Government passed w laws to make the province more accessible. In 2007, the Accessibility Standards for Customer Service came into force. For the Municipality of West Grey to be compliant with these standards, any contractor that provides goods or services to customers on behalf of West Grey must be trained on providing accessible customer service.
- b. The Contractor shall ensure that all its employees, agents, volunteers, or others for whom the Contractor is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of *Ontario Regulation 429/07* (the "Regulation") made under the *Accessibility for Ontarians with Disabilities Act, 2005*, as amended the "Act"). The Contractor shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. The Contractor shall submit to the Municipality, as required from time to time, documentation describing its customer service training policies, practices and procedures, and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents volunteers or others who received such training. West Grey reserves the right to require the contractor to amend its training policies to meet the requirements of the Act and the Regulation.

Information may be obtained from the following web sites:

- Accessibility for Ontarians with Disabilities Act, 2005:
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm
- Accessibility Standards for Customer Service, Ontario Regulation 429/07:
http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_070429_e.htm

Section B – Information for Bidders

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Section B – Information for Bidders

1. Preparation of Specifications and Supervisions of Work

- a. The specifications for the Work have been prepared by the Municipality of West Grey, who will monitor work to be done under this Contract. Periodic inspection will be provided on the Contract by West Grey staff, who will also administer the contract works.
- b. Questions with respect to this RFT are to be directed in writing to Geoff Aitken, Director of Infrastructure & Public Works, publicworks@westgrey.com or phone 519-369-2200, ext. 227 no later than 4:00 pm local time on Friday, February 14, 2025.
- c. Should a Tenderer find discrepancies, omissions, or ambiguities, or not agree that the materials and methods specified or designed, will provide an installation which meets the requirements of the intended Work, he/she shall notify the Director prior to the Tender opening date. The Director may choose to issue a written addendum. Addenda issued during the Tender period will be allowed for by the Tenderer in submitting their Tender.

2. Examination of Site

- a. The Tenderer shall visit the site of the Work before submitting his/her Tender. He/she shall make his/her own estimate of the facilities and difficulties that may be encountered. He/she shall not claim at any time after submission of his/her Tender that there was any misunderstanding of the terms and conditions of the Contract related to site conditions.

3. Location of Work

Durham Community Centre
451 Saddler Street West
Durham, ON N0G 1R0

4. Scope of Work

This work includes the removal and disposal of existing Mycom reciprocating compressors as well as supply of all labour, equipment and materials required to install one (1) new N2M Compressor package with gauge board, new safeties and one (1) new 50hp motor.

5. Supply of Materials

The contractor shall be responsible for the supply of all materials necessary to complete the work in accordance with the Contract documents. The contractor will be responsible to name material sources (see list of Proposed Sub-contractors and Suppliers).

6. Unbalanced or Incorrect Tenders

- a. The unit price quoted in the Form of Tender shall be a reasonable unit price for each item. West Grey shall be the sole judge of such matters. West Grey may reject any Tender considered by West Grey to be unbalanced.
- b. Where the amount of an item does not agree with the extension of the estimate quantity and the tendered unit price, the unit price shall govern and both the item amount and the total tender price shall be corrected accordingly. If both the unit price and the total price for an item are left blank, then both shall be considered a zero. If the unit price is left blank, but a total price is shown for the item, then the unit price shall be determined by dividing the total price by the estimated quantity.
- c. Notwithstanding the values that may have been read out at the tender opening, the corrected tender values, as determined by the procedures described in b. above shall be used to establish the ranking of the tenders.

7. Contract Agreement

- a. The successful bidder will be required to enter into an Agreement with West Grey within ten (10) working days after being notified by West Grey of the acceptance of his/her Tender. This agreement stipulates that liquidated damages will be assessed to the Contractor for every day beyond the expiration of the completion date that the work is not completed and accepted by the West Grey.
- b. Failure to execute a Contract shall be just cause for the annulment of the award and the forfeiture of the Tender Deposit to West Grey, not as a penalty, but as liquidated damages sustained.

8. Award and Execution of Contract

- a. The Contract shall be deemed to have been awarded on the date when West Grey serves formal notice of award to the Tenderer. This will be done verbally and with a follow-up written document.

- b. The following documentation is required from the Contractor prior to or upon execution of the Contract:
 - i the proof of insurance with the Municipality of West Grey added as an additional named insured;
 - ii. Notice of Contract; and
 - iii. the Worker's Compensation Board Certificate.
- c. A Tenderer to whom the Contract has been awarded will be required to execute two (2) copies of the Contract within ten (10) working days of the date of award of the Contract.

9. Failure to Execute Contract

- a. If the Tenderer refuses or fails to execute the Contract within ten (10) working days of the date of award, it will be considered that the Tenderer has abandoned all rights and interests in the Contract and the tender deposit of the Tenderer shall be forfeited to West Grey as liquidated damages. West Grey shall, in such event, be free to award the Contract to another Tenderer or to re-tender the Work.

10. Liquidated Damages

- a. The Tenderer's attention is drawn to Form of Tender regarding the Liquidated Damages under this Contract.

11. Work Schedule

Work cannot begin until April 1, 2025, and all work is to be completed, including training and commissioning, on or before end of business on Friday, August 8, 2025.

- a. The successful Contractor will be required to submit a schedule prior to signing the Agreement which will clearly indicate the proposed commencement date and number of days to complete the work. West Grey reserves the right to alter such schedule should it be deemed necessary.
- b. Request for extensions of time must be addressed to West Grey in writing. West Grey at its discretion, may allow for such extensions if warranted. West Grey shall be the sole judge of providing an extension.

12. Traffic Provision and Control

- a. The Contractor shall provide, erect and maintain construction signs in accordance with the provisions of the Contract. The Contractor's attention is

specifically drawn to Special Provisions Item SP 3 '*Construction Signs*' and SP 9 '*Protection of Work and Traffic Provision and Control*'.

13. Material Escalation/De-escalation Clause

- a. Bidders please note that West Grey has incorporated an Escalation/De-escalation Clause in the Form of Tender for this Contract. The Bidder's attention is specifically drawn to the Form of Tender, Schedule of Unit Prices.

Section C – Form of Tender

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1. Bidder Information

Bidders must complete this form and name one person to be the contact for the RFT response and for any clarification or amendments that might be necessary.

1.	Full Legal Name of Bidder:	
2.	Street Name:	
3.	City:	
4.	Postal Code:	
5.	Office Phone Number:	
6.	Office Fax Number:	
7.	HST Account Number:	
8.	Contact Person's Name & Title:	
9.	Contact Person's Cell:	
	Phone Number:	
10.	Contact Person's Email:	

Bidder Name & Title

Signature

Date

Please return this form with submission.

2. Form of Tender

For the Provision of: **Durham Community Centre – Replacement of Compressor**

As Supplied by:

Name of Company

Address

(Hereinafter called the Bidder)

To: The Municipality of West Grey
402813 Grey Rd. 4
Durham, ON N0G 1R0

(Hereinafter called the Municipality)

The Bidder Declares

1. No person(s), firm or Municipality, other than the Bidder, has any personal interest in this Tender or in the award for which this Tender is made.
2. No member of Council, officer or employee of the Municipality is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, therefrom.
3. This Tender is made without any connection, comparison of figures, or arrangements with, or knowledge of any other Municipality, firm or person making a Tender for the same and is in all respects without collusion or fraud.
4. By signing this submission, I confirm I have read and understood the content and requirements of this Tender document.

Acknowledgement to receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in the addenda.

Addendum No.

Date Received

Check her if no addenda received.

Dated at _____ this _____ day of _____, 2025.

Signature of Bidder

Signature of Witness

By my signature, I hereby confirm I am a principal or have been duly authorized by the principal/board, to sign on behalf of the above named.

Please return this form with submission.

3. Schedule of Unit Prices

Durham Community Centre - 451 Saddler Street West, Durham ON, N0G 1R0

Item No.	Description	Unit	Total Price
A	1) Pump down compressor and dismantle existing compressor. 2) Remove old compressors from site and disposal. 3) Remove old cement bases, install new 6"- 8" cement cleaning pads to accommodate new compressors. 4) Supply and Installation of a new Mycom N2M Compressor Packages. a) Complete with new oil separators Henry model COSM-065, hand valves, stop check valves and oil/liquid drainers. Isolation valve after oil separators before condenser b) One (1) New 50 hp motor complete with new motor slide base, four groove drive pulley. c) Complete new charge of 331 NOCO CHILL semi synthetic oil d) New set of four (4) belts e) New compressor belt guard to fit new compressors and new base. f) New compressor soft starter g) New compressor safeties: Johnson Controls i) OP-3-1 P70KA-7C High Pressure Switch 50-500 PSIG ii) OP-3-2 P28DN-4C Oil Failure Switch 8-70 PSI iii) OP-3-3 P70AA-5C Low Pressure Switch Range 20" Hg Vac/100PSIG Opens 40 PSIG/Closes 60PSIG. iv) OP-3-11 A19ADB-31C Discharge Gas Temperature Range 30-325 degrees F v) OP-3-14 A19ADB-1C Oil Temperature Range 100-240 degrees F vi) OP-3-3 P70AA-5C Unloading Switch Range 20" Hg Vac/100PSIG Opens. vii) Safeties, gauges, and tubing mounted on a panel board located at compressor. h) Remove existing glycol flow switches. i) New glycol solenoid valves j) Oil change, supply new oil, filter replacement, clean magnet, and suction screen, after 100hrs of operation. Pump	Lump Sum	\$

	<p>down compressor and dismantle existing compressor.</p> <p>5) Suction line piping from main header back to new compressors</p> <p style="padding-left: 20px;">a) Suction piping insulation to be 2" Styrofoam with PVC vapor barrier wrap. No taped joints will be accepted.</p> <p style="padding-left: 20px;">b) New piping is to be painted with a rust-coat before insulated.</p> <p>6) Discharge piping from new compressors to main discharge header.</p> <p>7) Piping is to be painted and labeled to match existing piping.</p> <p>8) All compressor gauges, thermometers, tubing, fittings etc. are to be replaced with new ones. No existing compressor components shall be re-used.</p> <p>9) Reconnect all glycol head cooling lines to compressors.</p> <p>10) Pipe in glycol drain lines with isolation valves at the lowest point necessary to drain lines for service.</p> <p>11) Piping to be painted as such to identify as water line.</p>		
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Sub-total	\$ _____
13% HST	\$ _____
Total Tender Price	\$ _____

4. Bidder's Experience

We declare that we have the following experience in similar work which we have successfully completed.

Year	Description of Contract	For Whom Work Performed

5. List of Senior Staff

We agree to provide the following senior supervisory staff in carrying out the work.

Name	Title	Qualifications and Experience

6. List of Proposed Sub-contractors or Suppliers

Note to Bidders: The Bidder shall name the proposed sub-contractor/supplier or by entering 'Own Forces', whichever applies. No blank spaces are to be left for the sub-trades/suppliers listed below.

We acknowledge that failure to comply with the foregoing requirements may result in our tender being rejected as informal.

We shall sub-contract the following parts of the Work to the sub-contractor or supplier listed for such part. We agree not to make changes in the following list without the written consent of the Contract Administrator. In our opinion the sub-contractors/suppliers named hereunder are reliable and competent to perform that part of the work for which each is listed. We understand that if we fail to name sub-contractors/suppliers, or if we fail to mention that the work will be done by our own forces where applicable, our Tender is subject to disqualification.

Part of Work	Name of Sub-contractor/Refrigeration and/or electrician
---------------------	--

Company name:	_____
---------------	-------

Company Name: _____

Company Name: _____

Company Name: _____

Note: The Contractor must fill in the above.

Please return this form with submission.

7. Completion Date

a. Progress of the Work and Time for Completion:

The Contractor shall complete this contract in its entirety by the "Completion Date" specified in the Information to Bidders.

- b. The time of completion may be extended in writing at any time in accordance with the General Conditions of Contract of OPSS on such terms and for such period as shall be determined by West Grey, and notwithstanding such extensions, time shall continue to be deemed of the essence of this Contract. The Contractor shall not be reimbursed for delays unless the delay was caused by West Grey. An application by the Contractor for an extension of time as herein provided shall be made to West Grey in writing on the form prescribed at least fifteen days prior to the date of completion fixed by the Contract. All bonds or other surety furnished to West Grey by the Contractor shall be amended where necessary at the expense of the Contractor to provide coverage beyond the date of any extension of time granted, and the Contractor shall furnish West Grey with evidence of such amendment of the Bonds or the Surety.

8. Liquidated Damages

- a. In the event that all the work called for under the Contract is not completed to the satisfaction of the Municipality of West Grey within the time for completion set out in the Contract or as extended in accordance with the Contract, damage will be sustained by the Municipality of West Grey and it will be impracticable and extremely difficult to ascertain and determine the actual damage which the Municipality of West Grey will sustain in such event, and accordingly the Contractor will pay to the Municipality of West Grey the sum of **five hundred dollars (\$500.00) per calendar day** as liquidated damages for each and every calendar day delay in completing the work beyond such date, **plus** the full costs of Engineering and Inspection incurred in the period beyond the time allowance for completion, the said amounts being collectively a genuine estimate of the actual damage which the Municipality of West Grey will sustain in such event.
- b. The Municipality of West Grey may deduct any amount due as liquidated damages from any monies that may be due or payable to the Contractor on any account whatever. The liquidated damages payable in accordance with preceding paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available for the Municipality of West Grey.

9. Health & Safety

**Company/Owner Name _____ (the
“Contractor”)**

It is our policy objective at the Municipality of the West Grey (the “West Grey”), to provide all persons within our workplace with a safe environment in which to work. All Contractors and sub-contractors must cooperate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the public, occupants, and the environment.

In consideration of being engaged to do work for the West Grey, the Contractor shall complete the following requirements on West Grey projects:

- Contractors employed by the West Grey will be responsible for taking all necessary steps to protect persons and property, shall any harm during the work. All work procedures and equipment operation shall be in accordance with the Occupational Health and Safety Act and regulations.
- Health and Safety issues will always be given immediate attention by the West Grey and Contractors.
- All Contractor employees conducting work with the West Grey must be a ‘**competent person**’ as defined in the Occupational Health and Safety Act.
- Contractors must supply equipment capable of being operated in a manner that meets the Occupational Health and Safety Act and regulations. All relevant equipment manuals must be located on the equipment being operated.
- Contractors must ensure that all their employees have safety training and certifications equal to, or exceeding, the requirements set forth in the current Occupational Health and Safety Act and regulations.
- The Contractor shall provide and post, in a conspicuous location, a written copy of its Health and Safety Policy, as required under Sections 25 (2)(i) and (k) of the Occupational Health and Safety Act when working at a stationary work site.
- The Contractor is responsible to provide, maintain and ensure that all equipment, including personal protective equipment, is properly used or worn for the duration of the work.

- The Contractor’s employees shall be a part of all pre-site and tailgate meetings.
- All Contractors must immediately report unsafe conditions, incidents, and accidents to the West Grey’s supervisor or the West Grey’s Occupational Health & Safety Coordinator.
- All applicable current health and safety issues and environmental legislation and regulations are considered the minimum requirements that the Contractor must meet.
- The Municipality retains the right to stop the Contractor’s work without penalty if the Contractor fails to comply with the Occupational Health and Safety Act and Regulations, the Health and Safety Policies and Procedures of the Municipality of West Grey or creates an unacceptable health and safety hazard.

The West Grey takes pride in the commitment of our employees and contractors and will take the necessary steps to ensure health and safety on all projects.

ACKNOWLEDGEMENT

As an authorized representative of the Contractor, I have read and received a copy of the “Service Contractor Health & Safety Responsibilities” and agree on behalf of (company) _____ and our employees to comply with its requirements, and the requirements of the Occupational Health and Safety Act and regulations. I shall also take all necessary precautions to ensure the health and safety for our employees, suppliers and sub-contractors while on the project and ensure they are provided with and are aware of, the preceding requirements.

Authorized Representative: _____ Date: _____
 (Print Name)

 (Signature)

Please return this form with submission.

10. Tender Execution

We agree that:

1. This Tender will be irrevocable until the expiry of the acceptance period stipulated in the Terms and Conditions (**Tender Left Open**) and that failure to leave the Tender so open shall result in forfeiture of the Tender Deposit as liquidated damages.
2. Notification of acceptance of the Tender shall be in writing and may be sent by prepaid post; and if sent by prepaid post, acceptance shall be deemed to have been made on the date of mailing of such notification.
3. The Tender Deposit attached herewith shall be forfeited to the Municipality of West Grey if we fail to file with the Municipality the Contract Performance Security and an executed Form of Agreement for the performance of the work within ten (10) days of the date of notification of the acceptance of this Tender by the Municipality.
4. We will commence the Work as specified, proceed continuously, and complete all Work within the time provided for in the above "Time for Completion".
5. The Contract Work shall be performed in accordance with the terms and the requirements of the Contract Documents.
6. We and/or our sub-contractors will carry out any additional or extra Work (including the supply of any additional materials or equipment pertaining thereto) or will delete any Work as may be required by the Engineer in accordance with this Contract.

We declare that:

This Tender is made without any connection, comparison of figures or arrangements with, or knowledge of, any other corporation, firm or person making a Tender for the same Work and in all respects fair and without collusion of fraud; and

- No member of the Municipal Council, and no officer or employee of the Municipality of West Grey is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in the performance of the Contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the monies to be derived there from.

Dated at _____ this _____ day of _____ 2025

Name of Witness	Name of Tenderer
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Signature of Witness	Authorizing Signature of Tenderer
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Title
(Affix Corporate Seal)

Please return this form with submission.

11. Return Address Label

Official Sealed Tender Label

No.: RFT WG25-03

Date:

Time:

Durham Community Centre – Replacement of Compressor

Vendor Name Here: _____

Address: _____

Municipality of West Grey

402813 Grey Rd. 4, RR2

Durham, ON

N0G 1R0

We have supplied you with a pre-addressed return label. Please fill in your vendor's name and address on the return label to help us identify this transaction.

Please return this form with submission.

Section D – Form of Agreement

This Agreement made in duplicate this _____ day of _____ 2025

Between:

The Corporation of the Municipality of West Grey
(hereinafter called the "Owners")

and

(hereinafter called the "Contractor")

Contract WG25-Witnesseth:

That the Owner and the Contractor, in consideration of the fulfilment of their respective promises and obligations herein set forth, covenant and agree with each other as follows:

Article 1

The Contractor shall:

- (a) Provide all the materials, equipment, labour to perform all the work for the supplying, hauling and application of liquid calcium chloride (the "Work") and described in the Contract Documents.
- (b) Do and fulfil everything indicated by this Contract.
- (c) Fully complete, as certified by the Engineer, all the Work within the time for completion allowed in the Contract.

Article 2

In case of any inconsistency or conflict between the provisions of these Contract Documents, the Order of Precedence of the GC in OPSS MUNI 100, shall apply.

Article 3

It is agreed, without restricting in any way of the provisions of the Contract Documents that the Contractor shall not, without the consent in writing to the Owner, make any assignment of any part or the whole of any monies due or to become due under the provisions of this Contract.

Article 8

The Contractor understands its responsibility to ensure it delivers the appropriate training to its employees with respect to Accessibility Standards for Customer Service pursuant to Ontario Regulation 429/07.

This Contract shall apply to and be binding on the parties hereto and their successors, administrators, executors and assigns.

Witness: _____

Contractor's Signature

Signature: _____

Print Name

(Affix Corporate Seal)

Witness: _____

Geoff Aitken
Director of Infrastructure & Public Works

Signature: _____

Michele Harris
Chief Administrative Officer

(Affix Corporate Seal)

Section E – General Conditions

General Conditions (GC)

OPS

Note: The General Conditions of OPSS. MUNI 100 have not been included in this Contract due to the length, however, can be viewed on the MTO web site.

<http://www.ops.on.ca/>

Despite not being entered in this Contract, the General Conditions are in full effect for this Contract.

Section F – General and Item Special Provisions

Sections	Page No.
SP1 General	1
SP2 Safety.....	1
SP3 Construction Signs.....	2
SP4 Standard Specifications	2
SP5 Incidental Items.....	3
SP6 Testing	3
SP7 Payment to the Contractor	3

Section F – General and Item Special Provisions

SP1 General

This contract is for the supply of all labour, equipment and materials required to complete the works as set out herein.

SP2 Safety

- a. Prior to the commencement of the work, the Contractor shall notify the office of the Ministry of Labour in writing and shall provide a copy of the Notice of West Grey.
- b. The Contractor shall be responsible to take all necessary steps to protect personnel (workers, visitors, public, etc.) and property, from any harm during the Contract. All work procedures and equipment shall be in accordance with the Contractor's and legislated standards.
- c. Only competent personnel shall be permitted for this contract. West Grey will determine who is competent and will cause to remove from the site any persons not observing or complying with safety requirements. The Contractor shall supply competent personnel to implement their safety program and ensure that the Contractor's standards, and those of the Occupational Health and Safety Act, are being complied with.
- d. The Municipality of West Grey shall monitor daily to ensure that safety requirements are met. Continued disregard for safety standards can cause the Contract to be cancelled and the Contractor removed from the work site.
- e. The Contractor shall report to the jurisdictional authorities, any accident or incident involving Contractor, West Grey or public personnel and/or property, arising from the Contractor's execution of the work.
- f. The Contractor shall include all provisions of this Contract and any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
- g. If the Contractor is responsible for delay in the progress of the work due to an infraction of legislated or Contractor Health and Safety requirements, the Contractor shall, without additional cost to the Municipality, work such overtime not to delay in the final completion of the work or any operations thereof.

SP3 Construction Signs

- a. General Conditions of Contract shall apply and govern except as herein amended and/or extended.
- b. As part of the work under this Contract, the Contractor shall supply, erect, maintain and remove construction signs in accordance with '*Book 7 - Ontario Traffic Manual – Temporary Conditions*' except if specifically excluded herein.
- c. Signs within the Contract limits, advisory signs in advance of the Contract limits, construction markers (delineators), cones, barricades and flashing lights shall be supplied, located, erected and operated by the Contractor in accordance with Book 7, Ontario Traffic Manual '*Temporary Conditions*'.
- d. Materials upon which reflective sheeting is mounted shall be the Contractor's choice. Signs shall have a reflective surface conforming with Book 7, Ontario Traffic Manual '*Temporary Conditions*'.
- e. The Contractor shall be responsible for the erection and maintenance of **all** construction signs required to complete the work stipulated in this contract which will conform to OTM Book 7 as a minimum but does not exclude the Contractor from providing extra signage as may be required which will warn the motoring public of any deviations to the road due to contractors operations. The Contractor shall be responsible to ensure the signage is secure and meets the height requirements as set out in Book 7.
- f. The Contractor shall allow West Grey to review the Traffic Control Plan daily during the duration of the work. If West Grey feels the plan does not conform to OTM Book 7, the Contractor will make the necessary adjustments before work begins.
- g. Traffic Controls shall be operational before work affecting traffic begins. Signing shall be inspected at regular intervals and any deviations from the Book 7 shall be corrected by the Contractor. The Engineer may order the Contractor to suspend work until the traffic controls conform to the requirements of Book 7. If after being given 24 hours written notice, the Contractor fails to correct the deviations, the Engineer may arrange with others to have the deviations corrected and deduct the cost of this work from the Contract payment.

SP4 Standard Specifications

- a. Ontario Provincial Standard Specifications (OPSS) shall apply where referred to in the Contract Documents. Where reference in these documents is made to the Owner, the Owner shall be interpreted as being the Municipality of

West Grey and reference to the Engineer shall mean the Director of Infrastructure and Public Works or the Engineer authorized by the Municipality to act on its behalf.

SP5 Incidental Items

- a. The following is a partial list of items, the cost of which is to be included in the unit prices of the tender items. No additional payment will be made for the following:
 - Cost of insurance; and
 - Cost of permits and fees, including but not limited to TSSA, ESA etc.
 - Cost of providing and maintaining construction signs and flashers if required, within the immediate construction limits.
 - Cost of equipment and labour required to clean existing roads within the vicinity of the construction which may be dirtied by the Contractor's forces or equipment.

SP6 Testing

- a. West Grey or its Consultants working on behalf of West Grey shall be required to be present during pressure testing.
- b. All testing of the new system will be completed by TSSA as per regulation.
- c. The cost (if applicable) to conduct the testing shall be at the Municipality's expense. **Failing tests shall be borne by the Contractor and costs shall be deducted from Contractor's payment.**
- d. West Grey reserves the right to price adjust payment to the Contractor if it deems necessary in the event West Grey feels the compressor placed does not conform to Contract requirements.

SP7 Payments to the Contractor

The Municipality shall conform to West Grey's standard business practice for payment.