



**TOWNSHIP OF WAINFLEET**  
**"Wainfleet - find your country side!"**

**REQUEST FOR QUOTATION**  
**PLUMBING SERVICES**

**ISSUE DATE:** Wednesday, February 03, 2016

Tenders must be submitted in a sealed envelope using completed label sheet addressed to:

**Township of Wainfleet**  
**31940 Highway #3**  
**P.O. Box 40**  
**Wainfleet, Ontario L0S 1V0**

By no later than: 2:00 p.m., Wednesday, February 17, 2016

**QUESTIONS:** Any and all questions related to this project, addressed only to the undersigned, **MUST** be received by 10:00 a.m. within 5 business days of the closing date to allow sufficient time to issue an addendum, if deemed necessary.

**CONTACT PERSON:**

RICHARD NAN, CRSS  
(905) 899-3022 EXT. 234  
[RNAN@WAINFLEET.CA](mailto:RNAN@WAINFLEET.CA)

**ATTACH THIS LABEL SHEET TO THE FRONT OF YOUR TENDER ENVELOPE/PACKAGE SUBMISSION**



Name of Firm: \_\_\_\_\_

## QUOTATION DOCUMENTS

TO: THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

31940 HIGHWAY #3  
P.O. BOX 40  
WAINFLEET, ON L0S 1V0

FOR: PLUMBING SERVICES

CLOSING: 2:00 p.m., Wednesday, February 17, 2016



**ANY OR ALL BID SUBMISSIONS MAY NOT NECESSARILY BE ACCEPTED**

**NOTE:** Should you decide to use your own return envelope in lieu of the label provided above, the front of your envelope must indicate ALL of the information shown on the above label.

The corporation cannot be held responsible for documents submitted in envelopes that are not labeled in accordance with the above instructions.

## TO WHOM IT MAY CONCERN

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and will only be used to make a decision concerning the acceptance of this tender/quote. The name of the tenderer/bidder and the total price will be made public. All other information contained in this document will be confidentially viewed by the Council and appropriate staff, if necessary.

This tender/quote document is received in confidence save and except the name of the tender/quote and the total tender/quote amount. However, the successful tender/quote document will be made public and will form part of the accepting by-law and/or contract. Further information may be obtained by contacting the Municipal Clerk.

## INSTRUCTIONS TO BIDDERS

1. Sealed envelopes addressed to Purchasing will be received by an administrative assistant at Town Hall up until **2:00 p.m. , Wednesday, February 17, 2016** Submissions received after this date and time will **NOT** be considered for any reason whatsoever.
2. The lowest or any quote will not necessarily be accepted.
3. Inquiries addressed to Richard Nan, Manager of Operations concerning the quote will be received until 10:00 a.m. 2 days prior to the stated closing date.
4. Within seven (7) days of acceptance, the successful contractor shall be required to provide to the Town:
  - (a) Satisfactory evidence, as determined by the Township, of public liability and property damage insurance as specified under "Information to Bidders"
  - (b) A current "Certificate of Clearance" furnished by the Workplace Safety & Insurance Board
5. Form of Quotation and/or Addendum(s) must be completed in ink or by typewrite/electronic print. Photocopies of Quotation Form will **NOT** be accepted.
6. This Request for Quotation is merely for pricing purposes only and does not obligate the Town of Fort Erie to any one contractor.

## INFORMATION TO BIDDERS

### 1. Price QUOTE Procedure

The following procedure regarding preparation and submission of quotes **shall be followed**.

All quotes must be sealed in the envelope and on the forms provided, with the supplied envelope template (see page 2) clearly affixed to envelope.

The envelope shall contain:

- Completed form of price quotation
- Signed form of quotation
- Statements A, B, C and the qualification form

The lowest or any price quotation will not necessarily be accepted. The corporation reserves the right to reject any or all quotations for any reason whatsoever.

### 2. Clarification

Questions regarding this quotation may be directed to Richard Nan, Manager of Operations  
905-899-3022 ext. 234

### 3. Support Documentation

- (a) Evidence of public liability and property damage insurance in the amount of two million (\$2,000,000.00) dollars.
- (b) A current Certificate of Clearance from the Workplace Safety & Insurance Board
- (c) All successful contractor(s) will be required to abide by the requirement of *The Occupational Health and Safety Act*, R.S.O. 1990, as amended.

## SCOPE OF WORK

1. Quotations are invited for the supply and all labour, material, travel and equipment necessary to provide the service of a plumber when required to various locations within the Township of Wainfleet, e.g. Town Hall, Public Works, Community Centre and Fire Halls, for a two (2) year period ending May 1, 2018, all in accordance with this quotation document. An option to extend for an additional one (1) year period will be based on Township budget and provided that both the Township and the successful bidder(s) mutually agree.
2. In accordance with the Township of Wainfleet procurement policy, all purchases below the threshold of \$5,000.00 are considered low value purchases. Any requirements up to and including \$25,000.00 require that the Township obtain three (3) written quotations for both goods and services.
3. Service report explaining work and hours performed must be signed by a Township employee upon leaving the faculty.
4. The prices quoted on the attached price schedule are to be firm until May 1, 2018.
5. The successful bidder is to provide invoices after the completion of authorized work that specify the number of hours worked per worker and material costs per item 1 of the attached price schedule.
6. The Township of Wainfleet reserves the right to obtain competitive prices at any time for work if deemed necessary to do so.
7. The Township of Wainfleet reserves the right to cancel any purchase order resulting from quotation for any reason the contractor fails to comply with any of the following conditions.
  - (a) Incorrect time billing
  - (b) Failure to meet reasonable response time
  - (c) Shoddy work performance, or any conditions as set out by the Township of Wainfleet
8. The successful contractor(s) must meet all current licensing standards and regulations. The successful contractor(s) must have the following minimum certifications (but not limited to):
  - (a) Master plumbers license

Staff must:

- (b) Registered with TSSA as a qualified contractor
  - (c) Must have a certified gas fitters license
  - (d) Must be fall arrest certified
  - (e) WHIMIS training
  - (f) Must be certified to work with hydronics and on commercial fixtures
- 9.** The successful contractor(s) agrees to comply with the laws of the province of Ontario and the Corporation of the Township of Wainfleet, including the Township's Health and Safety policy.
- 10.** No subcontracting out of work will be allowed without prior permission from the Township's Manager of Operations or designate.
- 11.** Successful contractor must have staff and resources to respond to emergency calls within 1 hour, 24 hours per day, and 7 days per week.

## FORM OF CONTRACT

I/We the undersigned do hereby acknowledge that the Township of Wainfleet has accepted bid(s) for:

Plumbing Services  
Contract Number:

\_\_\_\_\_  
Company Name

### PLUMBING SERVICES

\_\_\_\_\_  
General Work Description, Service

Further, it is understood and agreed by the successful bidder(s) that by affixing hereto my/our signatures, that a binding contract is hereby entered into as tendered and referred to by the above contract number, which includes all terms and conditions as contained herein.

Prior to commencing any work, the successful bidder(s) must confirm to deliver the following supporting documentation in accordance with the requirements stated herein.

Proof of P.L./P.D. Insurance \_\_\_\_\_  
W.S.I.B. "Certificate of Clearance" Number \_\_\_\_\_  
Additional Documents (if required) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm or Company

\_\_\_\_\_  
Date

(Seal)

**SCHEDULE OF PRICING**

	2016-2017	2017-2018
Minimum charge per service call (if applicable)	\$	\$
Rate per hour – normal working hours		
1 worker	\$	\$
2 workers	\$	\$
Rate per hour per worker – after 4:00 p.m. on weekdays and on Saturday, Sunday and holidays	\$	\$

**NOTE: ALL ABOVE PRICES EXCLUDE HST**

Percentage mark up over cost for parts used (Parts costs are to be verified by copies of actual invoices)	%	%
In the event of an emergency, your response must be one hour or less, can you comply? Circle either yes or no.	YES	NO

**NOTE: FAILURE TO MEET STATED RESPONSE TIME COULD RESULT IN CANCELLATION OR ANY PURCHASE ORDER AWARDED FROM THIS QUOTATION.**

THE CORPORATION RESERVES THE RIGHT TO INCREASE OR DECREASE THE AMOUNT OF WORK AWARDED TO THE SUCCESSFUL BIDDER(S) BASED ON BUDGETARY RESTRAINTS.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Corporate Seal

\_\_\_\_\_  
Witness

**STATEMENT "A"**

**LIST OF SUB-CONTRACTORS**

The bidder shall list here under the names of all sub-contractors that they intent to use in the execution of this work subject to the approval of the Township of Wainfleet.

All work not performed directly by the Contractor's forces, shall be included in this list. Unless this list is properly completed, the submission may be disqualified. All changes to this list must be approved by the Contract Administrator.

SUB-TRADE	NAME OF SUB-CONTRACTOR	ADDRESS OF SUB CONTRACTOR

**STATEMENT "B"**

**BIDDERS' EXPERIENCE IN SIMILAR WORK**

The bidder is required to list examples below of previous work similar in size and scope. Do not utilize Township of Wainfleet projects or staff in this listing.

YEAR COMPLETED	DESCRIPTION OF WORK	FOR WHOM WORK PERFORMED	VALUE

## STATEMENT "C"

### REFERENCES

The bidder shall list the names and contact information of references from projects of similar size and scope performed by the Contractor and Sub-Contractors whom the Township of Wainfleet may contact for further information. Do not utilize Township of Wainfleet projects or staff in this listing.

<b>REF #1 Company Name</b>
<b>Company Address:</b>
<b>Contact Name:</b>
<b>Contact Telephone Number:</b>
<b>Date Work Undertaken:</b>
<b>Nature and Value of Assignment:</b>
<b>REF #2 Company Name:</b>
<b>Company Address:</b>
<b>Contact Name:</b>
<b>Contact Telephone Number:</b>
<b>Date Work Undertaken:</b>
<b>Nature and Value of Assignment:</b>
<b>REF #3 Company Name:</b>
<b>Company Address:</b>
<b>Contact Name:</b>
<b>Contact Telephone Number:</b>
<b>Date Work Undertaken:</b>
<b>Nature and Value of Assignment:</b>

<p>The Corporation of The Township of Wainfleet  <b>QUALIFICATION FORM</b></p>	
<p><b>Name of Contractor:</b></p>	
<p><b>Name of Firm:</b></p>	
<p><b>Address &amp; Telephone:</b></p>	
<p><b>List of Principals:</b></p>	
<p><b>Corporation:</b></p> <p><b>Year Incorporated:</b></p> <p><b>Province:</b></p> <p><b>Financial References:</b></p>	
<p><b>Bank:</b></p>	
<p><b>Name, Address &amp; Telephone No. of Person to Contact:</b></p>	
<p><b>List of principal projects satisfactorily completed and current:</b></p>	
<p><b>Total number of employees</b></p>	<p><b>Total number of vehicles:</b></p>
<p><b>Signed:</b> _____</p>	