



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 104

SYDNEY, NS B1P 7B9

PHONE: 902-563-5014 FAX: 902-539-9964 EMAIL: aangell@cbrm.ns.ca

REQUEST FOR TENDER

T25.2015

SUPPLY USED MOTOR GRADER

Closing: THURSDAY, JUNE 04, 2015 at 2:00 pm local time

Cape Breton Regional Municipality
Procurement Section
Suite 104, 1st Floor
320 Esplanade
Sydney, NS B1P 7B9



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CHECK LIST

**PRIOR TO SUBMISSION PLEASE CHECK THAT YOU HAVE SUBMITTED A COPY OF THE
FOLLOWING DOCUMENTS**

- ☐ SCHEDULE "A" – MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE
- ☐ APPENDIX "A" – CONSULTANT, CONTRACTOR SUPPLIER HEALTH AND SAFETY QUESTIONNAIRE
- ☐ DUPLICATE(2) COPIES OF SUBMISSION SEALED AND PROPERLY LABELED WITH CORRECT NUMBER **T25.2015**
- ☐ LETTER OF GOOD STANDING FROM WORKERS COMPENSATION (WCB)
- ☐ PROOF OF CURRENT AND VALID WORK PLACE SAFETY CERTIFICATE OF RECOGNITION (COR) FROM AN AUTHORIZED INSTITUTION
- ☐ GENERAL INSURANCE
- ☐ RECEIVED ADDENDA NO. _____ TO NO. _____ INCLUSIVE WERE CAREFULLY EXAMINED

DATED THIS _____ DAY OF _____, 2015.

COMPANY NAME: _____

ADDRESS: _____

CITY/ PROVINCE: _____ POSTAL CODE: _____

PHONE NO.: _____ FAX NO.: _____

EMAIL ADDRESS: _____

WEBSITE: _____

CONTACT NAME(please print): _____

TITLE (please print): _____ PHONE

NO.: _____

**THE FOLLOWING INFORMATION MUST BE COMPLETED TO ENSURE ACCEPTANCE. FAILURE TO
COMPLY WITH ABOVE MAY RESULT IN DISQUALIFICATION OF YOUR BID.**



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INSTRUCTIONS TO BIDDERS

REQUEST FOR TENDER #T25.2015 SUPPLY USED MOTOR GRADER

Closing: Submit to the undersigned up to **2:00 P.M., THURSDAY JUNE 04, 2015** the bid must be returned in a sealed envelope in **DUPLICATE (2) COPIES** and must clearly designate **T25.2015** to the Procurement Section, Financial Services Suite 104, 320 Esplanade, Sydney, N. S. B1P 7B9.

NOTE: FAXED / ELECTRONIC submissions are NOT acceptable and will not be considered

Questions & Clarifications: Any clarification required by a proponent must be requested in writing to the responsible Buyer indicated in the Solicitation. Such requests must be provided in due time before the closing date in order to allow proper consideration and a reply. The response to a request for clarifications submitted by any Proponent will be posted on the Nova Scotia Government Website as an Addendum.

Withdrawal or Modification of Bid: Proponents may withdraw, replace or modify their bid up until the specified closing time, provided that this is done in writing. Any modification or replacement of a bid must be done in the same format as defined in the Solicitation. **NOTE: FAXED / ELECTRONIC modifications are acceptable**

Addenda: All addenda must be acknowledged in bid submission; proponents must monitor the Nova Scotia Government Tenders Website for any addenda that may be issued. CBRM staff no longer maintains plan takers lists, and no longer have knowledge of who has downloaded opportunities.

<http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx>

Opening: Public opening will occur immediately following the time of closing in the first floor boardroom of the Civic Centre, 320 Esplanade, Sydney, N. S. The determining clock for authentication of date and time is the computer (network time), located in the Procurement Office, Suite 104.

Tenders requiring bid deposit: If a tender requires a non-refundable bid deposit only those companies who have complied with this request will be considered for acceptance.

TENDER CONTENTS:

(Section Applies to: Construction Contracts, Services & Sale of Municipal Property ONLY!)

Bid Security: Each tender must be accompanied by a certified cheque payable to the Cape Breton Regional Municipality or a Bid Bond on CCDC Form 220 for ten (10) percent of the tendered sum. *Any withdrawal of the successful tender shall constitute forfeiture of the bid deposit.*

Performance Security: A Performance Bond in the amount of fifty (50) percent contract price and Labour and Material Payment Bond in the amount of fifty (50) percent of the contract price will be required upon notification of award and before the signing date of the contract or issue of the Purchase Order.

Alternate Securities Acceptable: As an alternate to the Security Deposit and the Consent of Surety requirements stated herein, Contractors may submit a ten (10) percent bid security certified cheque, and subsequently upon notification of award, an additional ten (10) percent contract security certified cheque, in lieu of contract stated bonding.



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Accompanying Documents: All bids must include the following documents:

- **"Check List"** Completed in full /Signed /Dated(Including acknowledgement of addenda)
- The signed **Schedule "A"** Municipal By-Law Compliance form attached to the tender documents.
- A letter of Good Standing/Clearance from the Workers' Compensation Board of Nova Scotia
- Proof of current and valid Workplace Safety Certificate of Recognition(COR) from an authorized institution(East Coast Mobile Medical, HSE Integrated Limited, Nova Scotia Construction Safety Association (NSCSA), Nova Scotia Trucking Safety Association, Occupational Health and Educational; Services 2002 Inc, Safety Services Nova Scotia or equivalent)
- Completed/signed **Appendix "A"** Consultant, Contractor, Supplier Health & Safety Questionnaire.
- General liability insurance \$2,000,000 MINIMUM

Prior to Contract Award – In accordance with section nine (9) of the CBRM Procurement Policy, the successful tenderer may be required to provide an approved Commercial Property Zoning Confirmation, issued by CBRM's Development Officer, prior to award of contract.

Following completion of the tendered work, letters of clearance from both organizations, dated no earlier than the final day worked on the project, must be submitted with the final invoice for the project. This will form a condition of the tender in addition to any other conditions within the contract documents and specifications.

POLICY:

- The Agreement on Internal Trade (AIT), Atlantic Procurement Agreement (APA) and The Cape Breton Regional Municipality Procurement Policy are the governing documents used for all tenders. Copies of these documents are available on the CBRM Website or from the Financial Services Department, Procurement Section, Suite 104, 320 Esplanade Sydney, N.S. or by phoning (902) 563-5015
- Where identical goods and/or services are available, from a Cape Breton Regional Supplier, and a supplier from outside the regional area, the following shall apply:
 - Regional suppliers will be allowed a 5% pricing preference, over suppliers outside the region when the total bid price before taxes is less than \$25,000 on Goods, \$50,000 Services and \$100,000 on Construction.
 - Regional suppliers qualify for the 5% price preference if they are a commercial taxpayer in the Cape Breton Regional Municipality.
- Successful bidder will be required to follow CBRM protocol as designated by Purchasing Department for delivery and invoicing.
- Payment: Any supplier having an account due to the Cape Breton Regional Municipality, which is in arrears, will have such arrears deducted from payments being made to the supplier.

The Cape Breton Regional Municipality reserves the right to reject any or all tenders or to accept any tender or part thereof considered to be in its best interest.

Allison Angell-Oliver

Allison Angell-Oliver, Buyer - Financial Services

(P) 902-563-5014 (E-Mail) aangell@cbrm.ns.ca



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SCHEDULE "A"

MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE

This document forms part of and is incorporated in to the Tender. Bidders convicted of violations of any Cape Breton Regional Municipal By-Laws or found in contravention of the Dangerous and Unsightly Provision of the *Municipal Government Act*, S.N.S. 1998, c. 18 shall be precluded from bidding on the tender. Successful bidders who subsequently are found guilty of violation of any Cape Breton Regional Municipal By-Laws or are found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 shall have the tenders revoked and shall be precluded from bidding on subsequent tenders for a period of thirty-six months.

_____ (hereinafter referred to as "The Bidder") does hereby certify that the Bidder has not been found guilty of violation of any Cape Breton Regional Municipal By-Laws and has not been found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 and furthermore hereby agrees to comply with all Cape Breton Regional Municipal By-Laws and the Dangerous and Unsightly provision of the *Municipal Government Act*, S.N.S. 1998, c. 18. The Bidder understands and agrees that any finding of guilt or contravention of any Cape Breton Regional Municipal By-Laws and provisions will result in the Tender being revoked and the Bidder being precluded from bidding on any subsequent Tender for a period of thirty-six months.

Witness

Bidder

CBRM INTERNAL USE ONLY

Approved by: _____

Title: _____

Date: _____



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APPENDIX "A"

CONSULTANT, CONTRACTOR, SUPPLIER HEALTH & SAFETY QUESTIONNAIRE

Consultants, Contractors or Suppliers wishing to submit Proposal\Tender to the Cape Breton Regional Municipality must complete this questionnaire and submit it to CBRM Finance Department with their bid information.

GENERAL INFORMATION:

Company Name: _____

Company Address: _____

Telephone Number: _____

INSURANCE/WORKERS' COMPENSATION COVERAGE:

Is your company covered by general liability insurance, automotive insurance, umbrella policies, etc., that would cover the cost of damages to, and incidents involving third parties? * Yes * No

Is your company in good standing with the Workers' Compensation Board for the Province of Nova Scotia? * Yes * No

If no, please explain _____

SAFETY PERFORMANCE:

Does your company have any non-compliance or outstanding issues with the Nova Scotia Labour and Workforce Development, such as stop work orders, pending charges/prosecutions, or recent (within the last year) convictions or fines? * Yes * No

If yes, please attach a note explaining the details, including current status or resolution.

SAFETY PROGRAM:

Does your company have a written health and safety policy signed by management?

Does your company have written safety policies, procedures and safe work practices applicable to the scope of work to be performed, including clearly defined safety responsibility for managers, supervisors and workers? * Yes * No

How do you communicate your safety policies and procedures?

How often do managers/ executive officers visit the worksite? _____



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Please explain how you conduct on-site inspections, including how often they are conducted, what they cover and who conducts them?

Does your company have a risk assessment procedure?

* Yes * No

Does your company have a procedure in place for investigating incidents, accidents and near misses?

* Yes * No

Please attach a list and contact information of all supervisors you will be using on site, as well as any safety coordinator or persons responsible for job site safety.

Do you provide on the job training to all employees?

* Yes * No

Please indicate how you inform your workers, other workers or persons at or near the workplace of any workplace hazards to which they may be exposed.

Do you have a disciplinary policy in place for anyone committing health and safety violations?

* Yes * No

Please Describe:

Do you have a Joint Occupational Health and Safety Committee or Representative?

* Yes * No

Do you have a preventative maintenance program for tools and machinery?

* Yes * No

Do you have a health and safety policy in place for incorporating sub-contractors into the workplace?

* Yes * No

Please provide any other information relating to other programs or activities that you believe demonstrate your company conducts their projects safely and in accordance with all health and safety requirements.

NOTE:

PLEASE BE ADVISED THAT DURING THE PROPOSAL\TENDER ING PROCESS OR AT ANYTIME DURING THE CONTRACTED WORK, CBRM MAY REQUEST COPIES OF POLICIES, PROCEDURES, RECORDS OR DOCUMENTATION OF PROOF FOR ANY QUESTIONS ANSWERED ON THIS QUESTIONNAIRE.

DO YOU AGREE TO PROVIDE THIS INFORMATION IF REQUESTED?

***YES *NO**

Signature

Date

Position/ Title



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TENDER

TENDER #	DATE	CLOSING DATE	BUYER
T25.2015	MAY 19, 2015	JUNE 04, 2015	Allison Angell-Oliver
DESCRIPTION			
Supply ONE Used Motor Grader as per attached specifications			\$ _____
<u>TO BE DELIVERED NO LATER THAN NOVEMBER 1, 2015</u>			HST:
			TOTAL:

Items to be delivered no later than _____ weeks upon receipt of award.

Company Name: _____

Company Representative: _____

Phone: _____ Fax: _____

Email: _____



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T25.2015 - SUPPLY USED MOTOR GRADER

Specifications

- **Model Year – 2004 or newer**
- **Maximum Hours – 6,600 – Please specify**
- **Net Horsepower – Please Specify**
- **Operating Weight – Please Specify**
- **Wheel Base – 237” – Please Specify**
- **Blade Length – 14’ Blade**
- **Differential – Operator Controlled Lock/Unlock (Not Fully Locked)**
- **Tires 14.00/24 – Please Specify**
- **AC required**
- **Articulated – Preferred – Please Specify**
- **Snow Wing Required**
- **All Wheel Drive**

*******Tenders will be evaluated based on the review of information provided, inspection and appraisal. Maintenance, Service and Repair records may be requested prior to award. Price will not be the sole determining factor in the award*******

SUMMARY:

The above specifications are a minimum required except as indicated above. Each submission must include a full set of specs to be used for consideration of tendered pricing. The number of kilometers on the vehicle will be a consideration when selecting a vehicle.



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All pricing must be FOB delivered to **Sydney**, NS including all freight charges

Delivery must be specified with submission

WE RESERVE THE RIGHT TO REJECT ANY OR ALL TENDERS, PROPOSALS OR QUOTES

NOTE: Any enquiries concerning:

- (a) Interpretations of proposal policies
- (b) Requests for further information

Should be directed to Allison Angell-Oliver, Buyer, email aangell@cbrm.ns.ca or phone at (902) 563-5014.

Any enquiries concerning:

Interpretations of specifications should be directed to John Phalen, Manager of Public Works East, email jfphalen@cbrm.ns.ca or phone (902) 842-2925.
