



# REQUEST FOR PROPOSALS

## 2017 Gravel Spreading

Date: March 17<sup>th</sup>, 2017

Municipality of Souris-Glenwood  
100 2<sup>nd</sup> St S Box 518  
Souris, MB R0K 2C0



**Municipality of Souris-Glenwood**  
**Request for Proposal: 2017 Gravel Spreading**  
**March 17<sup>th</sup>, 2017**

Dear Prospective Contractor,

The Municipality of Souris-Glenwood hereby invites you to submit a sealed proposal for **2017 Gravel Spreading**.

The following pages include requirements for proposal submission and information pertaining to the 2017 Gravel Spreading.

This Request for Proposal does not commit the Municipality of Souris-Glenwood to award or pay any costs incurred by the bidder in the preparation of this proposal. All costs incurred are solely the responsibility of the bidder.

The Council of the Municipality of Souris-Glenwood would like to thank you for interest in preparing this proposal, as your time and investment is much appreciated.

Please feel free to contact Andrew Hamilton at the Municipal Office for clarification or any other information you may need to properly prepare your quotation.

Kindest Regards,

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Municipality of Souris-Glenwood

## SCOPE OF WORK

The contractor shall load, haul and spread approximately 11,000 cubic yards of gravel on predetermined Municipal Roads. Gravel spreading is to commence June 12<sup>th</sup>, 2017 with a completion date of July 21<sup>st</sup>, 2017. An extension of time required to complete the contract may be extended in writing between the contractor and the Municipality of Souris-Glenwood.

## SUBMISSION OF TENDER

**Sealed** tenders must be mailed, faxed or emailed to one of the following addresses with the header **“2017 Gravel Spreading”**.

Municipality of Souris-Glenwood

100 2<sup>nd</sup> St S Box 518

Souris, MB

R0K 2C0

**Phone:** 204-483-5217

**Fax:** 204-483-5203

**Email:** [sg.cao@mtsmail.ca](mailto:sg.cao@mtsmail.ca)

## TENDER SUBMISSION DEADLINE

Tenders must be received by the Municipality of Souris-Glenwood on or before Monday March 27<sup>th</sup>, 2017 at 4:00pm to the above address.

## TERMS OF SUBMISSION

The Municipality of Souris-Glenwood reserves the right:

- a) To fairly evaluate all tenders received based on the criteria specified herein, and to add or delete criteria as we choose;
- b) Reject all or part of any proposal for any reason and without explanation;
- c) Accept a proposal that may not be the lowest cost;
- d) Require clarifications, supporting information, or any other information from you that is considered necessary to make a decision;
- e) To extend the RFP deadline and notify you in writing, without explanation, of the revised deadline;
- f) Allow a proponent to change or amend their Proposal with updated information or costs, either at their initiative or by our request, if we consider it in the Municipality of Souris-Glenwood interest to do so; and
- g) To enter into negotiation with one or all proposers after close.

## CONDITIONS

- a) Provide all labour, materials, services and equipment, both necessary and incidental to the Work, in order to provide a complete job of gravel spreading as set forth in the Scope of Work paragraph.
- b) The Contractor shall only use center belly dump or clam dump trailers.
- c) The Contractor shall be responsible to plan their gravel spreading routes.
- d) The Contractor shall specify all equipment to be used during the loading, hauling and spreading of gravel. Please use the last page to list equipment.
- e) The Contractor shall apply the gravel to the satisfaction of the Municipality of Souris-Glenwood.
- f) The Contractor shall be responsible to maintain and submit weekly gravel reports to the Municipality.
- g) The Municipality will monitor the contract with direction from the Public Works Manager.
- h) The Contractor shall be in good standing with the Workers Compensation Board of Manitoba as well as proof of liability insurance at a minimum of \$2,000,000.

# RFP FORM

I, We, \_\_\_\_\_  
the undersigned, having examined the invitation and instructions to Bidders and the contract documents for performance of the scope of work, for RFP- 2017 Gravel Spreading, offer to perform the scope of work in conformity with the said documents and to enter into a contract agreement if selected, in consideration of the sum arrived at as may be ascertained in accordance with said documents.

\_\_\_\_\_  
Bidder Name (printed clearly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Witness Name (printed clearly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

# Municipality of Souris-Glenwood

## 2017 Gravel Spreading Tender Form

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

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Workers Compensation #: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*\* Please specify equipment to be used for the work on the next page of this document\*\***

### Loading, Hauling and Spreading

**Approximately** 11,000 cubic yards of crushed gravel to be loaded, hauled and spread on pre-determined municipal roads. Stockpile gravel will be located in 3 areas within 5 miles of the Town of Souris. **SEE ATTACHED MAP**

1. Loading from Stockpile: \_\_\_\_\_ per cubic yard
2. Yard/Mile Hauling: \_\_\_\_\_ per cubic yard

**Sealed** tenders must be mailed, faxed or emailed to one of the following addresses with the header **“GRAVEL Spreading”**. Tenders must be received by the Municipality of Souris-Glenwood on or before Monday March 27<sup>th</sup>, 2017 at 4:00pm.

Municipality of Souris-Glenwood

100 2<sup>nd</sup> St S Box 518

Souris, MB

ROK 2C0

**Phone:** 204-483-5217

**Fax:** 204-483-5203

**Email:** sg.pwm@mtsmail.ca

**Equipment**

Please specify all the equipment to be used for the work in the spaces provided below.

**Trucks**

# of trucks and trailers: \_\_\_\_\_

Make/Model and Year of trucks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Loader**

Make/Model and Year: \_\_\_\_\_

