



**TOWN OF MATTAWA**

**ASPHALT & CONCRETE PILE GRINDING  
PROJECT NO. 2020-06 Lagoons**

**PROJECT REQUIREMENTS DOCUMENT**

**SEPTEMBER 2020**

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- 1 Scope .1 The successful contractor shall enter into a contract with The Corporation of The Town of Mattawa to supply all equipment and labour required to process and grind the stockpile of asphalt and concrete waste located at the Mattawa Lagoons situated in Mattawan Township. The reclaimed material deposited at these areas range in size.
- 2 General Provisions .1 The Town of Mattawa had made substantial efforts to maintain the waste in a contaminant free state but cannot guarantee against the presence of contaminants. **The sorting of any contaminants is the responsibility of the contractor.**
- .2 Chipped/ground material must be reduced to no more than 1/8" x 1/4" in size.
- .3 The chipper/grinder must be able to process large chunks of material.
- .4 Chipping/grinding may take place any Monday to Friday from 07:00 to 19:00 hours, or Saturday from 12 noon until 19:00 hours.
- .5 Chipped/ground material is to remain onsite at the Lagoon Yard and stockpiled for municipal use.
- .6 The chipper/grinder must have a magnetic separator to remove ferrous material. Material collected will be placed in a separate metal pile by the Contractor.
- .7 The Contractor is required to provide a backhoe equipped with a grapple arm to both inspect material before processing and to feed the chipper/grinder. Other similar means/equipment may be accepted.
- .8 Any breakage, repairs and/or costs resulting from the processing operation is the responsibility of the Contractor
- 3 Owner .1 Wherever the word 'Owner' is used it shall refer to **'The Corporation of the Town of Mattawa'** or their agent.
- 4 Location of Work .1 The work is to be done in the Mattawa Lagoons Yard, located at 1 Concession, Lot 38, Moosehead Road, Mattawan Township, Ontario.
- 5 Documents .1 Project Requirements Document is available at the office of:

Town of Mattawa  
160 Water Street, PO Box 390  
Mattawa, Ontario P0H 1V0  
Or via email: [info@mattawa.ca](mailto:info@mattawa.ca)

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- 6 Completion .1 All stockpiled asphalt and concrete is to be chipped/ground by **17:00 on November 17, 2020.**
- 7 Examination of Documents and Site .1 The submission of a quote shall indicate that the Contractor agrees and warrants that they have examined the site and all conditions relevant thereto, and all the separate documents, drawings, specifications and addenda and that the quote submitted covers the cost of all the items required in the contract. No claims for extras will be entertained on account of conditions which could be observed on the site at the time quotes were submitted.
- .2 A **site meeting (optional)** will be held on Wednesday **October 7, 2019 at 11:00 a.m. (13:00 hrs) local time** at the Lagoons Yard Site, 1 Concession, Lot 38, Moosehead Road, Mattawan Township, ON.
- .3 **The contractor will have no claim against the municipality for costs incurred to grind wood placed on the pile between the time of bid closing and the time when work starts.**
- 8 Amendments to Quote .1 All clarifications or other instructions issued by the Town during the time of quoting will be in writing by form of an Addenda and will be issued to all who have been provided with Project Requirements Documents.
- .2 Contractors may, during the quoting period, be advised by Addenda of required additions to, deletions from, or alterations in the requirements. All such changes shall become an integral part of the Quote Documents and shall be allowed for in arriving at the Fixed Sum / Hourly Quoted figure.
- 9 Enquiries .1 All enquiries during tender period shall be directed to:
- Barry Jackson, Public Works Supervisor  
Town of Mattawa  
1276 Mill Street  
PO Box 390  
Mattawa, Ontario P0H 1V0  
Telephone: (705) 744-2424  
Cell: (705) 498-2395  
e-mail: [barry.jackson@mattawa.ca](mailto:barry.jackson@mattawa.ca)
- 10 Submission of Quotes .1 **The Contractor shall submit the following items duly completed as part of their Quote Submission:**
- . Quoted Contract Amount on Form provided
  - . Proof of Insurance
  - . Proof of WSIB (Workplace Safety and Insurance Board)
  - . Copy of current Mobile Air and Noise Environmental Compliance Approval (ECA)

- .2 Quotes must be submitted on the four page form provided as Attachment 1 hereto in a sealed envelope marked as to contents: **(Quote Enclosed / Town of Mattawa, Asphalt & Concrete Pile Grinding)**.
- .3 Quotes submissions will also be accepted via email. Emails must be sent to: francine.desormeau@mattawa.ca.
- .4 Quotes will be received by the Owner until: Wednesday **October 14, 2020 at 5:00 pm (17:00 hrs)**.
- .5 Quotes must be signed by a person legally authorized to commit the Contractor to all conditions of the contract.
- .6 All prices (unless otherwise specifically requested in the Documents) shall be "Work Completed" prices, and shall be understood to include for all materials, labour and other expenses including all Sales Taxes, fees, permits, insurance, compensation and other items required by governing regulations, as well as overhead and profit for the work concerned.

11 Acceptance  
of Quotes

- .1 The quotes will be judged by the Town of Mattawa Council as to the successful Contractor and their decision, if any, shall be final.
- .2 The Town of Mattawa Council reserves the right to reject any or all quotes.

**THE LOWEST OR ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED.**

- .3 All quotes submitted shall be valid from the date of closing for a period of fifteen (15) days.
- .4 The Town of Mattawa Council reserves the right to disqualify any Quotes not submitted in strict accordance with the requirements of this Project Requirements Document.
- .5 The Town of Mattawa Council may require any Contractor to submit evidence of their experience and capabilities.

12 Insurance

- .1 The successful Contractor shall provide, at his own expense, all general liability insurance, equipment insurance and automobile insurance.

The General Liability Insurance for this project shall have a limit of not less than \$2,000,000.00 per occurrence. The Corporation of the Town of Mattawa to be named as co-insured.

13 Taxes, Permits,  
Fees

- .1 The Contractor shall include in his quotation the full cost of all applicable taxes, permits and fees to complete all work under this contract.

14 Payments  
to Contractor

- .1 The Owner shall be in possession of all Insurance Policies as a condition of payment.
- .2 The Contractor shall submit with his application for final payment in addition to the Statutory Declaration referenced above:
- a. A Workplace Safety and Insurance Board Clearance Certificate
  - b. Any additional supporting documents that the Consultant may reasonably require.

Town of Mattawa  
Wood Fibre Pile and  
Brush Pile Grinding  
Project No. 2020-06 Lagoons

Quote Form

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**QUOTE FORM**

**QUOTE FOR ASPHALT AND CONCRETE PILE GRINDING  
PROJECT NO. 2020-06 Lagoons**

TO: Corporation of the Town of Mattawa

Hereinafter called the "Owner"

QUOTED BY:

Contractor .....

residing at (or place of business).....

comprising the firm of.....

.....  
a company duly incorporated under the laws of .....

hereinafter called "the Contractor".

Initial\_\_\_\_\_

Town of Mattawa  
Wood Fibre Pile and  
Brush Pile Grinding  
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Quote Form

**TOWN OF MATTAWA  
ASPHALT AND CONCRETE PILE GRINDING**

**QUOTE FORM**

The Contractor hereby undertakes and agrees with the Owner as follows:

- 1. Having carefully examined:
  - (a) the locality and site of the proposed work
  - (b) all drawings, specifications and other documents hereby offers to enter into a contract to supply all materials, labour and plant necessary for the proper completion of the work set forth in the Documents in the sum of

\_\_\_\_\_ Dollars  
 (\$\_\_\_\_\_)  
 in lawful money of Canada which is broken down as follows:

ITEM NO.	DESCRIPTION	AMOUNT
1	supply all equipment and labour required to process and grind the stockpile asphalt and concrete located at the Mattawa Lagoons Yard, situated in Mattawan Township.	
Sub-Total		
Harmonized Sales Tax		
<b>TOTAL CONTRACT PRICE</b>		

Initial \_\_\_\_\_

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(c) This is a base bid specification. Contractors are required to include in their quote all equipment, materials, allowances, and taxes as specified.

3. The work will begin

\_\_\_\_\_

The project is to be totally completed by **November 17, 2020**.

4. The quote will be valid for a period of 15 days after the date of closing of tenders.

5. **The Contractor recognizes the right of the Corporation of the Town of Mattawa to reject any or all quotes without liability on the parts of the Corporation. The lowest tender will not necessarily be accepted.**

6. I/WE have received and allowed for the Addenda numbered as follows:

\_\_\_\_\_

7. If this quote is accepted, the Contractor shall:

- (a) Provide proof of Insurance
- (b) Provide proof of WSIB (Workplace Safety and Insurance Board)
- (c) Provide a copy of current ECA

8. The Owner reserves the right to disqualify a Contractor if any qualification is attached to this tender form.

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

Initial \_\_\_\_\_



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**TYPE – CHIPPER/GRINDER**

MAKE \_\_\_\_\_

MODEL \_\_\_\_\_

YEAR \_\_\_\_\_

HORSEPOWER

THROUGH PUT

Processing rate/hour \_\_\_\_\_

Asphalt (tonnes per hour) \_\_\_\_\_

Concrete (tonnes per hour) \_\_\_\_\_

OPERATING RPM's \_\_\_\_\_

EQUIPPED WITH MAGNETIC METAL SEPERATOR YES \_\_\_\_\_ NO \_\_\_\_\_

GRAPPLE ARM YES \_\_\_\_\_ NO \_\_\_\_\_

OTHER LOADING EQUIPMENT YES \_\_\_\_\_ NO \_\_\_\_\_

Initial \_\_\_\_\_



