



TOWNSHIP OF LANARK HIGHLANDS
TENDER PR #2020-03

Vincent Hall Memorial Baseball Diamond Infield Rehabilitation

Name of Firm or Individual

Address

Telephone and Fax Number

Email Address

Name of Person Signing for Firm

Position of Person Signing for Firm

TENDERS RECEIVED BY:

Chelsea Dawes,
Manager of Facilities/Community Affairs
Township of Lanark Highlands
75 George Street, P.O. Box 340
Lanark, Ontario
K0G 1K0
Telephone: (613) 259-2398 Ext. 252
FAX: (613) 259-2291

Note: Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications. Questions about the collection of information should be directed to the Clerk Administrator at the address indicated above.

The Contractor has carefully examined the provisions, specifications and conditions attached to this bid and has carefully examined this contract and the bidder understands and accepts the said provisions and conditions, and for the prices set forth in this sealed bid.

All pages of this document shall be returned with the bid submission, and all pages of this document shall be initialed by the bidder in the space provided.

BY: _____
(Name of Firm or Individual – Contractor)

Address: _____

Telephone: _____

Submission Requirements

One copy of the bid shall be submitted in a sealed envelope clearly marked with the bid number and title (enclosed):

Sealed Bid # PR 2020-02

Vincent Hall Memorial Baseball Diamond Infield Rehabilitation

Issue Date:	Monday, May 11 th 2020 at 8:30am
Optional Site Visit:	Tuesday, May 19 th , 2020 at 1:00pm (meet at baseball diamond)
Questions Due:	Wednesday, May 20 th , 2020 at 10:00am

b) Bids must be addressed to Chelsea Dawes, Manager of Facilities/Community Affairs The Township of Lanark Highlands, 75 George St. Lanark, Ontario K0G 1X0, and must be received by the Township no later than the Closing Date and Closing Time of:

10:00 am (EASTERN STANDARD TIME)

On

May 22nd, 2020

c) Due to Covid-19 implications, proponents may submit their bids by email to;

commaffairs@lanarkhighlands.ca

This must be done on May 22nd between 9:30 am and 9:45 am eastern standard time.

d) The use of any means of delivery of a bid shall be at the risk of the Contractor.

e) Before being placed in the bid box, the Proposal will be marked by the Clerk Administrator, or designate, with the time and the date that the Tender was received.

f) On the Closing Date, commencing at 10:15 a.m., the bid envelopes will be opened and the names of the Individuals that have submitted bids will be recorded by the Opening Committee in the Township office. Following the public opening, the bids will be assessed to determine adherence to the terms of this document prior to a recommendation to Council for award.

g) The Township will not accept a response to this bid by facsimile or other electronic device.

h) All bids must be clearly written or typewritten. Erasures, overwriting or strike-outs shall be initialed by the person signing the bid.

- i) Late bids will be returned unopened.

Any Communications

Any communications regarding this bid must be addressed to the attention of Chelsea Dawes, Manager of Facilities / Community Affairs.

Withdrawal or Revision of Bids

a) An individual may withdraw or revise all or part of a bid at any time up to the Closing Date and Closing Time.

b) An individual may withdraw his or her bid at any time up to the official closing time by letter bearing his or her signature and seal as in his or her bid submitted to the Clerk Administrator. This letter shall supersede and invalidate all bids previously submitted by the individual.

Alterations or Variations

No alterations or variations of the Agreement shall be valid or binding upon the Township of Lanark Highlands unless authorized in writing.

Accuracy of Tender and Related Documents

The Township has provided herein specific technical, background and other information as accurately as possible, but assumes no responsibility for the completeness of the information presented in this bid, or otherwise distributed or made available formally or informally during this procurement process. Without limiting the generality of the foregoing, the Township will not be bound by, or be responsible for, any explanation or interpretation of the bid documents other than those prepared in writing. In no event shall individuals rely on any oral statement by the Township or its agent, advisors or Consultants. All the information contained in this document, or from a separate written request or transmission from the Township is subject to the provisions of this section.

Oral Explanation or Interpretation

No oral explanation or interpretation by the Township shall modify any of the requirements or provisions of the Document.

Due Diligence

Individuals are solely responsible for conducting their own independent research, due diligence, and any other work or investigations, and for seeking any other advice necessary for the preparation of their bid.

Addendum

By the issuance of a cancellation or addendum, the Superintendent may cancel the Sealed Bid, revise, delete, add to or substitute any part of the Document; extend the Closing Date, or provide an explanation or interpretation.

Costs

The Township will not be responsible for any costs incurred by a Individual in preparing and submitting a bid.

Non-Lobby

If any Manager, Lead Hand, employee, agent or other representative of any member of a Proponent makes any representation or solicitation to any elected representative of, or any Clerk Administrator, Manager of Facilities, officer, employee or agent of the Township, the media, or consultants to the Township, with the exception of the contact listed under Any Communications above, whether before or after the submission of the Proposal, the Township will be entitled to reject the bid. The requirement does not extend to any public deputation that may be made to any Township committee.

Viewing

The Vincent Hall Memorial Baseball Diamond is located at 4321 Watsons's Corners Rd, Lanark, ON, K0G 1K0.

TERMS OF REFERENCE

REGULATIONS AND LAWS

The Contractor shall abide by all Federal, Provincial and Municipal Acts, By-laws and Regulations relative to removing the vehicle from Township property.

AGREEMENT

The contractor, by submitting a bid for this project, agrees to complete the work and execute an agreement with the municipality using the OPSS General Conditions of Contract (GCC). Further all work, payments and other items shall be addressed under that agreement. The OPSS General Conditions of Contract shall be considered integral to this tender process although not included in the tender package.

PAYMENT

Payment shall be made by the individual prior to receiving ownership of said vehicle (no invoicing).

WITHDRAWAL

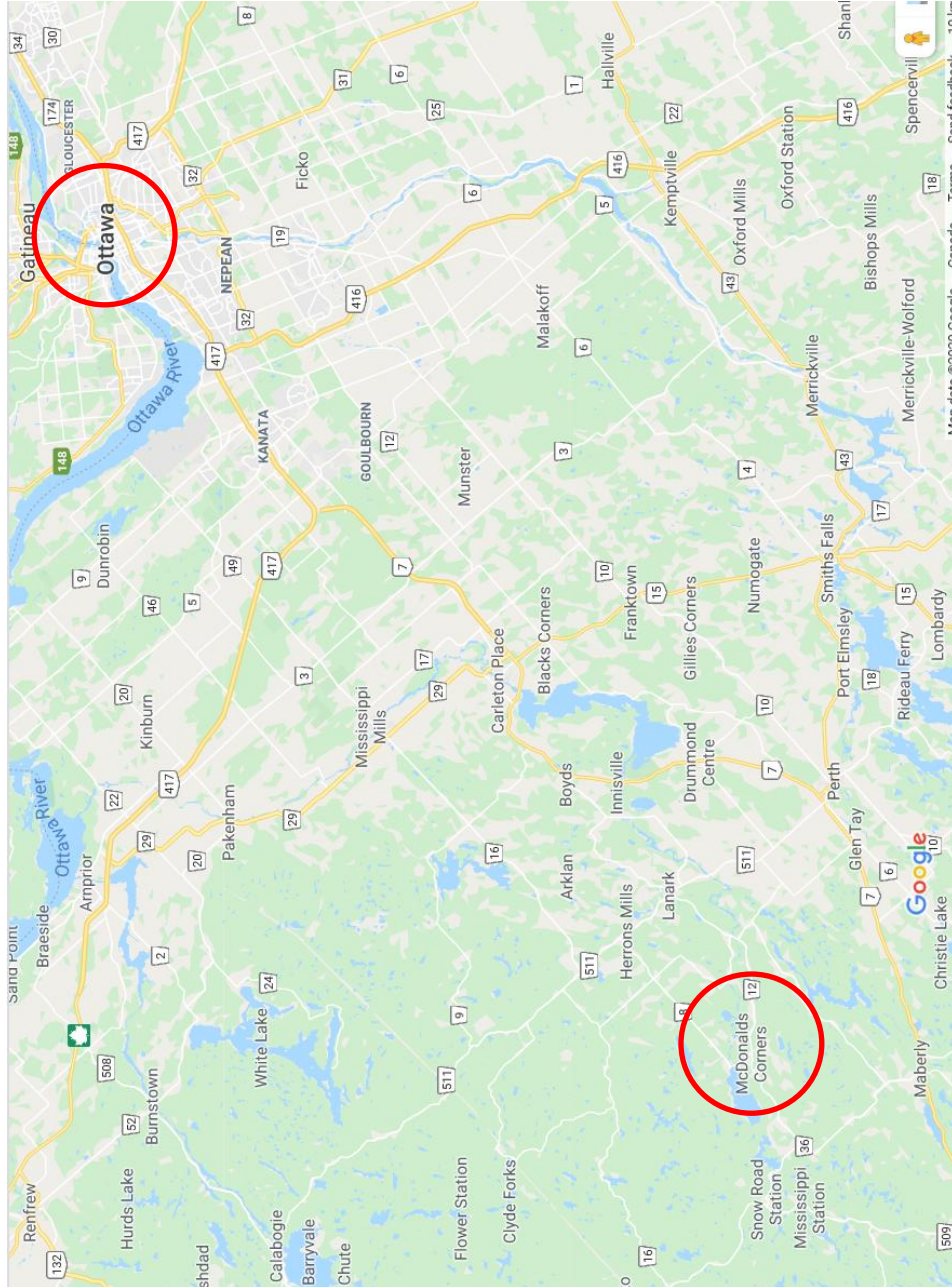
The Township reserves the right to withdraw, at its discretion, this bid at any time and shall not be liable for any expense, cost, loss or damage incurred or suffered by any bidder as a result of such withdrawal.

INDEMNITY

The successful bidder shall indemnify and hold the Township harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether wilful or otherwise by the successful bidder, its agents, officers, employees or other persons for whom the successful bidder is legally responsible.

Location

Baseball Diamond, Vincent Hall Memorial, 4321 Watson's Corners Rd, Lanark, ON, K0G 1K0.



Vincent Hall Memorial Baseball Diamond is located 95 kms from the city of Ottawa. The baseball diamond is owned and operated by the Township of Lanark Highlands.

Site Map



Project Location



West Diamond (Disposal/Stockpile)

Description of Current Conditions





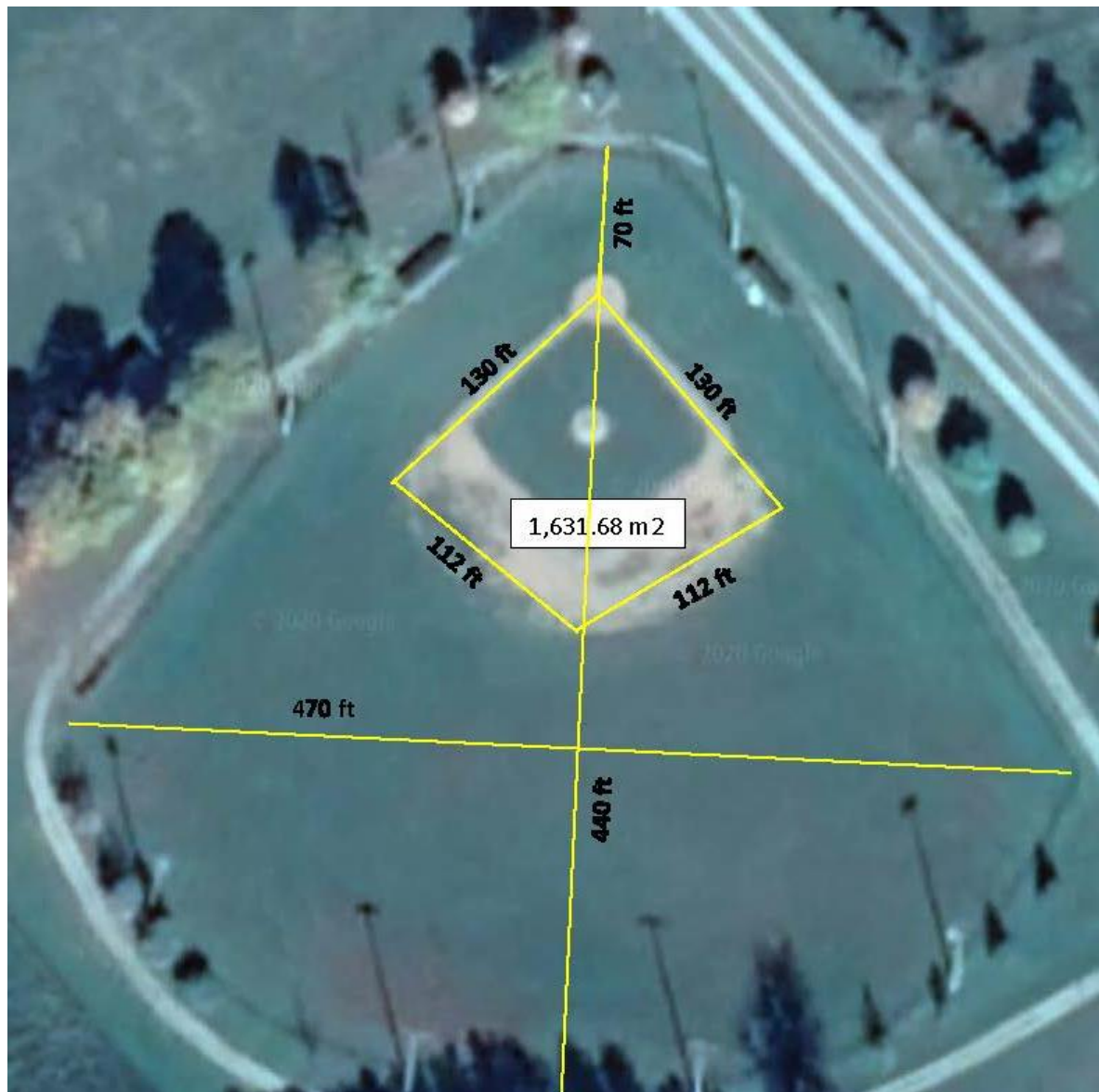
The warning track is overgrown with grass. Infield skin installation and grading is needed.



Scope of Work

The work covered under this contract includes the supply and delivery of all labour, material and equipment necessary for the reconstruction of the infield. The work includes but is not limited to the following general items, site excavation, subgrade preparation, final grading to improve drainage, installation of infield material and any sod/topsoil and seed as required. This work requires that home plate be removed and reset according to the final grade established as a result of the construction.

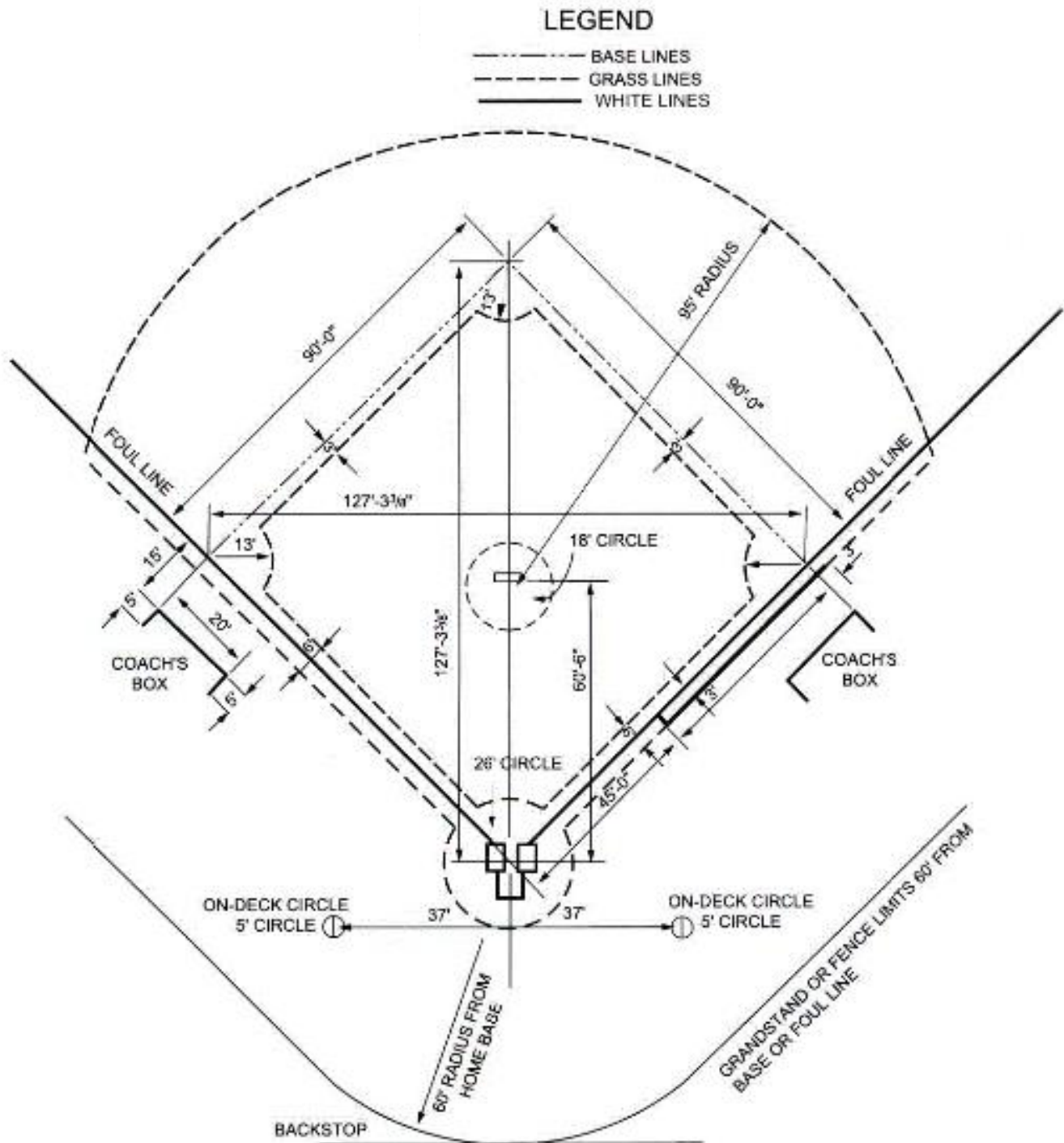
Existing General Dimensions:



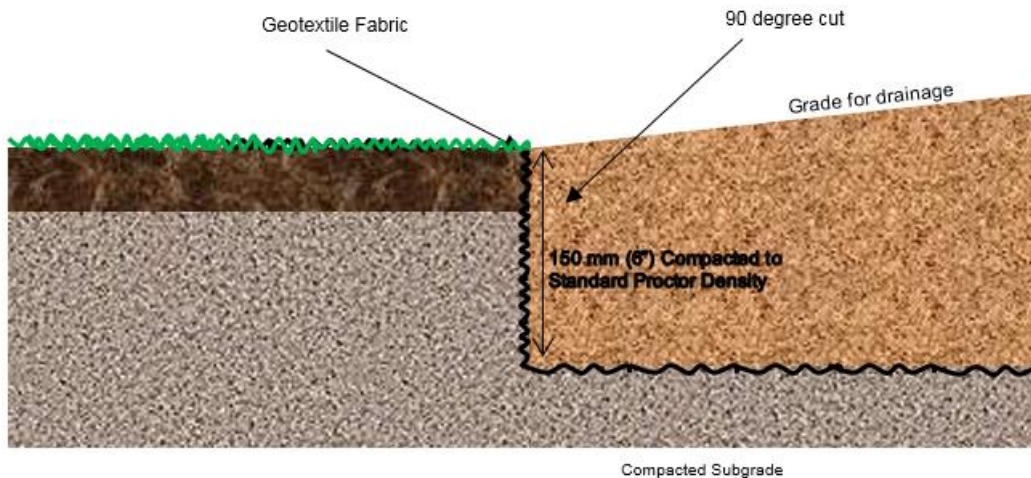
Current estimated dimensions of the ball diamond are identified above. The ball diamond fencing will be repaired this spring, the backstop will be moved up 20 ft. Accurate field layout and measurement is required.

Proposed Work (General Requirements):

Not Required: Coach's Box and On-Deck Circles



Typical Cross-Section



Infield, Basepaths & Home Plate Area Replacement:

- 1) Cut edge of infield to field dimensions provided. Include some effort for cutting additional 1.5m beyond infield areas to match grade if required.
- 2) Remove 6" of existing material. Stockpile/dispose of at west diamond (see site map).
- 3) Compact infield subgrade.
- 4) Supply and install 6" of infield mix.
 - Infield Mix shall meet the following mechanical analysis:
 - Free of any stones greater than ¼" in diameter
 - Soil Classification Range:

Total Sand (1.0-0.05 mm).....	75% - 85%
Medium Sand (0.5-0.25 mm).....	50% of total sand
Silt (0.05-0.0002 mm).....	10% - 15%
Clay (less than 0.002 mm).....	>10%
Silt/Clay Ratio.....	0.5-1.0
 - Recommended Product: Washington Ball Mix an engineered blend of sand, baked clay and virgin clay.*
- 5) Finish grade of infield, complete sod/soil and seed restoration.
 - Turf damage shall be minimized
 - If damage to turf areas is unavoidable, contractor to notify Township in advance and contractor shall plan appropriately for reinstatement at the approval of the Township.

- Installation of new material must meet existing surrounding grade and be in keeping with existing profile.
- Staging and field access shall be approved by the Township.
- Contractor to reinstate bases, home plate and any appurtenances disturbed during the project.

Tender Submittal

- 1) Qualifications Detail consisting of:
 - a) SCHEDULE A: Signed by a representative of lead contractor attesting that all terms, conditions and procedures outlined in this tender are understood and followed;
 - b) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed and the year the project(s) was completed. Links to similar or relevant projects are encouraged
 - c) List of References: Provide a minimum of three client references with which the applicant has provided similar services with the last five years. Include the name and telephone number of the contact person and description of the role and services provided to that contact.
- 2) Technical/Cost Proposal consisting of:
 - a) SCHEDULE B: A scope of work that includes all items outlined in the scope of work
 - b) A summary of estimated labour hours and their cost by tasks as outlined in the scope of work
 - c) A proposed schedule that indicated overall time for completion;
 - d) Any other information deemed necessary to address the requests of this tender

Anticipated Project Schedule

The Township requires that all related work, be completed by Tuesday, June 30th, 2020. The Township reserves the right to amend all dated. While this timeline may be subjected to change, all participating parties will be notified.

Issue Date:	Monday, May 11 th , 2020 at 8:30am
Optional Site Visit:	Tuesday, May 19 th , 2020 at 1:00pm (meet at baseball diamond)
Questions Due:	Wednesday, May 20 th , 2020 at 10:00am
Proposals Due:	Friday, May 22 nd , 2020 at 10:00am
Project Completion:	Tuesday, June 30 th , 2020

Schedule A

Understanding of Tender Procedure, Terms and Conditions

I acknowledge that I have read and understand all procedures and requirements of the above reference Tender and have complied fully with the general terms and conditions outlined in the Tender.

Name of Proponent

Mailing Address

Telephone Number

Fax Number

Email for Proponent

Name of person authorized to
Sign for the Proponent

Signature of Authorized Person

Date of Signature

 ,2020

Witness or Proponent's Seal

Schedule B

FORM 1

Form of Tender

In accordance with the terms and conditions of the RFT, the undersigned (the "Proponent") hereby offers to complete the outlined project for the Township at the following price:

Item	Description	Qty	Units	Unit Price	Total
1	Mobilization/Demobilization	1	LS	\$ _____	\$ _____
2	Excavate, remove/stockpile, dispose of existing infield material (less grass infield)	180	m3	\$ _____/m3	\$ _____
3	Supply, deliver, place, grade and compact infield mix according to specifications. Includes pitchers' mound. (Based on Density 2.08 t/m3)	400	Tonnes	\$ _____/tonne	\$ _____
4	Reinstate Home Plate, bases, pitchers' mound and all other disturbed appurtenances.	1	LS	\$ _____	\$ _____
Total Price Based on Estimated Quantities					\$ _____
HST					\$ _____
Total					\$ _____
Values are estimated for bidding purposes. Actual quantities will be paid, and the Township reserves the right to increase or decrease quantities as per the OPS General Conditions of Contract.					

Proponent's HST Registration No. _____