



**REQUEST FOR PROPOSAL
FOR
ONE (1) ROLL-OFF WATER TANK
CONTRACT #2021-PW-002**

PROPOSALS RECEIVED BY:

The Corporation of Tay Valley Township
217 Harper Road,
Perth, Ontario K7H 3C6

Attention: Amanda Mabo, Clerk

Telephone: 613-267-5353 ext. 130
Toll Free: 1-800-810-0161
Fax: 613-264-8516
E-mail: clerk@tayvalleytwp.ca
Website: www.tayvalleytwp.ca

**THE CORPORATION OF TAY VALLEY TOWNSHIP
PROPOSAL FOR (1) ROLL-OFF WATER TANK
CONTRACT #2021-PW-002**

PART "A" – INFORMATION TO BIDDERS

1. Proposal Form

Sealed Proposals, clearly marked as to the contents, on the forms supplied by the Corporation of Tay Valley Township ("the Township"), will be received, by the undersigned or his/her designated representative, at the Municipal Office, 217 Harper Road, Perth, Ontario, until **1:00 p.m.**, local time, as determined by the clock located on the computer in the reception area of the Municipal Office, on **Thursday, January 28th 2021 for One (1) Roll-Off Water Tank.**

Proposals received after closing time will not be considered.

The Corporation of Tay Valley Township
217 Harper Road,
Perth, Ontario K7H 3C6

Attention: Amanda Mabo, Clerk

Telephone: 613-267-5353 ext. 130
Toll Free: 1-800-810-0161
Fax: 613-264-8516
E-mail: clerk@tayvalleytwp.ca

One copy of the **completed Form of Proposal**, Part "D", on the forms provided, shall be submitted. All information shall be shown in the Proposal in the spaces provided, including the signature of the Company with his/her address and telephone number.

Proposal Forms must be properly signed and witnessed, or signed, witnessed and sealed if the Company is a Corporation. Proposals must be submitted, using the Proposal Label – Form 5 (to be affixed on your Proposal Envelope).

The Proposal must be legible, written in ink or typewritten, where stipulated, with the unit price for every item and other entries clearly shown. Proposals which are incomplete, conditional or obscure or which contain erasures or alterations not properly initialed, or irregularities of any kind, may be rejected. Submissions must not be restricted by a statement added to The Corporation of Tay Valley's Form or by a covering letter, or by alterations to the form supplied, unless otherwise provided in Part "A" - Information to Bidders.

Proposals received by fax or email will be disqualified.

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PART "A" – INFORMATION TO BIDDERS

2. Clarification of Documents

Any clarification of the Township's documents required by the Company, prior to submission, shall be requested through the Township. Any such clarifications so given shall not, in any way, alter the Township's documents and the Company and the Township agree that in no case shall oral arrangements be considered.

No officer, agent or employee of the Township is authorized to alter, orally, any portion of these documents. During the period prior to submissions, alterations will be issued to Company(s) as written Addenda. In the submission, the Company shall list all Addenda that were considered when the submission was prepared.

All questions shall be directed, in writing (by email) to the Clerk.

All questions/discrepancies identified must be sent to the Township at least three (3) business days prior to the submission due date by 4:00 p.m.

Copies of all questions and answers and any addenda will be posted on the website no later than two (2) business days prior to the submission due date by 4:00 p.m.

3. Contract Documents and Order of Precedence

The contract documents shall consist of all the pages of the Proposal documents, issued by the Township, and the Company's submission. Do not remove any pages from the Township's Form.

These documents, and portions thereof, take precedence in the order in which they are named above, notwithstanding the chronological order in which they are issued or executed.

The intent of the Contract is that the Company shall supply equipment and materials, or services complete and suitable for the Township's intended use.

None of the conditions contained in the Company's standard or general conditions of sale shall be of any effect unless explicitly agreed to by the Township and set forth or specifically referred to therein.

4. Addenda

Companies may be advised by addenda, of required additions, deletions or alterations in the requirements of the Proposal documents. All such changes shall become an integral part of the Proposal documents and shall be allowed for in arriving at the total submission price.

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PART "A" – INFORMATION TO BIDDERS

5. Harmonized Sales Tax

Harmonized Sales Tax (H.S.T.), or any other applicable taxes, will be paid **in addition** to the Proposal's price.

6. Health and Safety

The Company assumes full responsibility for conforming to all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislation.

Accordingly, the Company shall:

- (a) Demonstrate establishment and maintenance of a health and safety program with objectives and standards consistent with applicable legislation.
- (b) Provide a copy of your company's Health and Safety Policy Statement, dated not later than **2021**, to be submitted with the Proposal.
- (c) Provide a copy of the applicable WSIB Certificate of Clearance or equivalent (if the Company is from outside Ontario), to be submitted with the Proposal.

Upon request, at any time, from the awarding to the completion of the Contract, submit proof of fulfillment of the above noted.

7. Accessibility

The Company shall provide a declaration with the Proposal that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations. An example of a declaration is attached in Appendix "A".

8. Submission Checklist

To assist Companies with completing a response to this Proposal, a Submission Checklist is included in Part D.

9. Withdrawal

A Submission may be withdrawn at any time prior to the closing date and time at the Company's discretion. Withdrawal notification must be in written form, signed and must be submitted to the Clerk. No fax, telephone calls or emails will be accepted. After the official closing date and time, all Submissions received shall be irrevocable.

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PART "A" – INFORMATION TO BIDDERS

10. Public Opening

All submissions will be opened at the Municipal Office, 217 Harper Road, Perth, Ontario, on the same day and time as the closing date. **Companies who attend the opening must follow Covid-19 protocols, including the wearing of mask and social distancing. The opening will be held outside of the Municipal Office.**

11. Proposal Results

Only the names of the Company who submit a bid will be made available at the opening. After the opening, requests may be submitted to the Township for the results and only the names of the Companies, as read out at the opening, will be given in the reply. Bid results will be posted on the Township's Website at www.tayvalleytwp.ca within 48 hours of the opening.

12. Bid Acceptance

It shall be the policy of the Township that in any procurement of goods, services, facilities or construction invitations to submit a Proposal to the Township, the Township reserves the right to reject an offer to supply goods and/or services or Proposals presented in response to the Township's procurement processes where the Township determines, in its sole and unfettered discretion, that the entity making the offer has performed poorly on any Township contract during the previous five-year period. Township Council may remove a Company's name from consideration for a contract under this Policy, for a period of up to five (5) years, on the basis of documented poor performance or non-performance on a Township Contract.

Unless otherwise specified in these Proposal documents, this Proposal constitutes an irrevocable offer to provide the goods and/or services described herein **for a period of ninety (90) calendar days** from the closing date of the receipt of Proposals.

The Company may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

The acceptance of any Submission is subject to appropriate funding acceptable to the Township.

The placing in the mail or delivery of a notice of award to the Company address, given in the Submission, shall constitute notice of acceptance of the Contract.

Companies may submit multiple bids if the different bids are providing different options and specifications.

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PART "A" – INFORMATION TO BIDDERS

13. Insurance

The successful bidder/company shall provide at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of:

Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / \$5,000,000. annual aggregate for any negligent acts or omissions by the contractor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury and advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause

Such insurance shall add The Corporation of Tay Valley Township as Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

The successful bidder shall defend, indemnify and save harmless The Corporation of Tay Valley Township, their elected officials, officers, and employees from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the bidder, its agents, officers, employees, or others who the bidder is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Company in accordance with this agreement.

Motor Truck Cargo Insurance

The Company, if delivering the vehicle by separate conveyance rather than driving it to the delivery destination, shall obtain and keep in force for the duration of this contract Motor Truck Cargo Insurance on an All-Risks basis, in an amount sufficient to cover the full replacement cost of the equipment being provided under the contract while that equipment is being delivered to the Township, including during loading and unloading from the conveying vehicle(s).

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Automobile Liability Insurance

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000. inclusive for each and every loss.

Other Requirements:

The bidder shall provide the Township with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the Township.

The bidder/company remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

The bidder shall keep their property / assets insured. Failure to do so shall not impose any liability on the Township.

The bidder is responsible for any deductible under the applicable policy – the Township shall not bear any cost of such deductible

The bidder shall provide proof of WSIB or its equivalent.

14. Failure to Enter into an Agreement

In addition to all of the Township's other remedies, if a selected Company fails to execute the accepted agreement or satisfy any other applicable conditions within ten (10) days of notice of selection, the Township may, in their sole and absolute discretion and without incurring any liability, approve an extension (*should agreement changes be requested*), rescind the selection of that Company and proceed with the selection of another Company.

15. Assignment

The Company shall not assign the Contract, or any portion thereof, without the prior consent of the Township.

If the Township agrees to the assignment of the Contract, all Assignment Agreements will be prepared, at the sole cost of the Company, and under no circumstances will the Township be responsible for these costs.

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16. Laws and Regulations

The Company shall comply with relevant, federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Company shall be responsible for ensuring similar compliance by its suppliers and subcontractors.

The Contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

17. Default by Company

If the Company commits any act of bankruptcy or if a receiver is appointed on account of its insolvency or in respect of any of its property or if the Company makes a general assignment for the benefit of its creditor, then, in any such case, the Township may, without notice; terminate the Contract.

If the Company fails to comply with any request, instruction or order of the Township or fails to pay its accounts or fails to comply with or persistently disregard statutes, regulations, by-laws or directives or relevant authorities relating to the work or fails to prosecute the work with skill and diligence or assigns or sublets the Contract without the Township's written consent or refuses to correct defective work or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract, then, in any such case, the Township may, upon expiration of ten (10) days from the date of written notice to the Company, terminate the Contract.

Any termination of the Contract by the Township, as aforesaid, shall be without prejudice to any other rights or remedies the Township may have.

If the Township terminates the Contract, it is entitled to:

- Take possession of all of the work in progress and finish the work by whatever means the Township may deem appropriate under the circumstances.
- Withhold any further payments to the Company until its liability to the Township can be ascertained.
- Recover from the Company loss, damage and expense incurred by the Township by reason of the Company's default (which may be deducted from any monies due or becoming due to the Company, any balance to be paid by the Company to the Township).

18. Contract Cancellation

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The Township shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Township and the Company shall negotiate a settlement.

The Township shall not be liable to the Company for loss of anticipated profit on the cancelled portions of the work.

19. Responsibility

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Company prior to, subsequent to, or by reason of the acceptance or the non-acceptance of a Proposal save as provided in the Contract. The Township reserves the right to reject any or all Proposals and to waive formalities as the interest of the Township may require without stating reasons, therefore, and the lowest or any Proposal will not necessarily be accepted.

20. Liquidated Damages

Liquidated damages shall be paid by the contractor if the delivery called for in the Proposal is not completed within the time set out in the Proposal, **or by an amended date approved by the Township.** The Contractor agrees to pay the Township liquidated damages at a sum of \$500.00 per calendar day, for each day's delay in delivery.

21. Payments

The Company shall invoice the Township, "Tay Valley Township", upon delivery. The Township shall pay said invoice within thirty (30) days of the date of the invoice.

The successful Company will be required to complete the applicable paperwork to facilitate payment via Electronic Funds Transfer (EFT). This paperwork will be provided to the Company by the Township after the Contract is awarded.

The Township shall have the right to withhold, from any sum otherwise payable to the Company, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

22. Municipal Freedom of Information and Protection of Privacy Act

Any personal information collected by or on behalf of the Township under this Proposal is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. The information provided to the Township may be used to confirm certain information provided in the submissions for this project. The person submitting this

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Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the Township decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk of the Township.

23. Evaluation and Bid Acceptance

The Company acknowledges that Request for Proposals will be evaluated on the following basis:

(a) **Proposal Evaluations** will be evaluated based on the following criteria:

Evaluation Criteria	Weighted Points
Cost Factor	40
Equipment Specifications	30
Warranty and Service	20
Integration with Fleet	10
TOTAL	100

(b) The Township shall have the right to reject any or all Proposals for any reason, or to accept any Proposal, which the Township in its sole unfettered discretion deems most advantageous to itself. The lowest or any Proposal will not necessarily be accepted, and the Township shall have the unfettered right to:

- i. accept a non-compliant Proposal;
- ii. accept a Proposal which is not the lowest price; and
- iii. reject a Proposal that is the lowest bid even if it is the only Proposal received.

(c) The Township reserves the right to consider all or some of the following criteria in assessing a Proposal, none of which shall be binding on the Township:

- i. information provided in the Proposal document itself, including but not limited to, information relating to the Company's understanding of the project, quality of submission, cost savings, process improvements for the Township, project schedule and cost;
- ii. information provided in response to enquiries of credit and industry references set out in the Proposal;
- iii. past performance in the provision of services to the Township or local Municipalities within the local region;

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PART "A" – INFORMATION TO BIDDERS

- iv. information received in response to enquiries made by the Township of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the Company;
 - v. the manner in which the Company provides services to others;
 - vi. the compliance of the Company with the Township's requirements and specifications; and,
 - vii. innovative approaches proposed by the Company in the Proposal.
- (d) The Township may rely upon the criteria which the Township deems relevant, even though such criteria may not have been disclosed to the Company. By submitting a bid, the Company acknowledges the Township's rights under this Section and absolutely waives any right, or cause of action against the Township and its consultants, by reason of the Township's failure to accept the bid submitted by the Company, whether such right or cause of action arises in Contract, negligence, or otherwise.
- (e) The Company acknowledges and agrees that the Township will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Company as a result, or arising out of submitting a Proposal for the proposed Contract or due to the Township's acceptance or non-acceptance of their Proposal.
- (f) RFPs which are incomplete, conditional or obscure, or which contract additions not called for, alterations, or irregularities of any kind, may be rejected as informal.
- (g) Each item in the Proposal shall be a reasonable price for such item. Under no circumstances will an unbalanced Proposal be considered. The Township will be the sole judge of such matters and should any Proposal be considered unbalanced, then it will be rejected by the Township.
- (h) The lump sum price or prices quoted in the Proposal shall include the furnishing of all materials, supplies and equipment and providing of all labour, construction tools and equipment, utility and transportation services necessary to perform and complete all the Work required under the Contract, including all miscellaneous Work, whether specifically included in the Contract Documents or not.
- (i) The placing in the mail or delivery of a notice of award to the Company address, given in the Submission, shall constitute notice of acceptance of the Contract.
- (j) The Township reserves the right to reject the Proposal of any Company who does not furnish satisfactory evidence of sufficient capital, plant and experience to successfully prosecute and complete the Work in the specified time.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
PROPOSAL FOR ONE (1) TRACTOR WITH BOOM FLAIL CUTTING HEAD AND
REAR SWING FLAIL MOWER
CONTRACT #2021-PW-001**

PART "B" – GENERAL CONDITIONS

1. The unit shall be a new, 2021 model year or newer.
2. The unit shall be delivered **on or before April 30th, 2021**. The unit shall be delivered to the Bathurst Garage, 217 Harper Road Perth, Ontario.
3. The following specifications are prepared with the intention of providing a basis for securing competitive bids. Notwithstanding certain detail, equipment of similar design and construction will receive consideration if, in the opinion of the Tay Valley Township, it is considered to be suitable for the intended application and generally conforms to performance requirements.

All bids on equipment not fully meeting the specifications shall be accompanied by a statement fully outlining any departures from the specifications and fully describing the equipment offered.

4. Companies must also provide the appropriate information where "Specify" is noted.
5. The same company may submit multiple bids for units with different options. Multiple bids shall be submitted as a separate submission.

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PART "C" – SPECIAL CONDITIONS

1. This specification covers the supply of one (1) **Roll-Off Water Tank**.
2. This specification covers only the major details of the units. It is the supplier's responsibility to deliver fully equipped units with compatible components to provide dependable efficient service.
3. No wiring is to be cut or spliced without written approval from the Original Equipment Manufacturer (OEM) or The Corporation of Tay Valley Township.
4. No frame or structure is to be cut, welded or drilled without written approval from the OEM or The Corporation of Tay Valley Township.
5. All wiring to be spliced must be soldered and covered with shrink tube.
6. All aftermarket installation, service and operators' manuals as well as warranty certificates must be forwarded to The Corporation of Tay Valley Township.
7. A copy of the owners, parts, service, operators (2 copies), shop manuals (including complete wiring diagrams) and CDs will be forwarded to The Corporation of Tay Valley Township.
8. All warranty certificates and the vehicle line tickets must be forwarded to The Corporation of Tay Valley Township.
9. The Unit will be delivered as a complete working unit to 217 Harper Road, Perth Ontario K7H 3C6.
10. Warranty and in-service date will start the day the unit are delivered to 217 Harper Road, Perth Ontario K7H 3C6.

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CONTRACT #2021-PW-002**

PART "D" – FORM OF PROPOSAL

1. I _____, of _____,
DECLARE that no person, firm or Corporation, other than the one whose signature or the signature of whose proper officers and seal is or are attached below, has any interest in this Proposal or in the Contract proposed to be taken.
2. **I FURTHER DECLARE** that this Proposal is made without any connections, knowledge, comparison of figures or arrangement with any other company, firm or person making a Proposal for the same work and is in all respects fair and without collusion or fraud.
3. **I FURTHER DECLARE** that no member of the Township Council, or any Officer of the Township is or will become interested, directly or indirectly, as a contracting party or otherwise, in the performance of the Contract, or in the supplies, work or business to which it relates or any portion of the profits thereof, or any such supplies to be used therein or in any of the monies to be derived therefrom.
4. **I FURTHER DECLARE** that several matters stated in the said Proposals are in all respects true.
5. **I FURTHER DECLARE** that this offer is to continue open to acceptance until the formal contract is executed by the successful Company for the said Proposal OR for a period of ninety (90) days after the closing date, whichever first occurs and that the Township may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.
6. **I FURTHER DECLARE** that the awarding of the contract based on this Proposal by the Township shall be an acceptance of this Proposal.
7. **I FURTHER DECLARE** that Addendum/Addenda No. _____, inclusive, has/have been received, and that all changes specified in the Addendum/Addenda have been included in the prices submitted. I do hereby Proposal and offer to enter into a Contract, to do all of the work and to furnish all necessary labour, machinery, tools, apparatus and other means of construction, and to provide, furnish, deliver, place and erect all materials mentioned and described or implied therein, to complete the work, herein described, in strict accordance with the plans, specifications and special provisions and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities, except where noted, at the unit prices set forth in the Proposal therein as follows:

Witness

Signature

Date

Name of Company

E-mail Address

Address

Name of Signing Authority for
Contract (Please print)

Telephone

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PART “D” – FORM OF PROPOSAL

SPECIFICATIONS AND CONFIRMATION FOR ROLL-OFF WATER TANK

MAKE: _____

MODEL: _____

YEAR: _____

The following Specifications are designed to generally describe the features required. The Supplier is advised that some features are not standard equipment or normal options. Please indicate exceptions in the space provided.

1. GENERAL	
This specification covers a roll-off water tank, 2021 model or newer, supplied with all standard equipment.	Mandatory
Signed Manufacturer’s Factory Warranty documents shall be supplied to Tay Valley Township for the vehicle purchased.	Mandatory
One hard copy manual for all equipment, including spare parts manual.	Mandatory
Must be Compatible with ELP Interchangeable Body System (IBS), including electrical and hydraulic systems	Mandatory
The entire roll-off tank system shall be able to quickly connect/disconnect, including electrical and hydraulic systems from the truck.	Mandatory

3,200 US GALLON WATER TANK ON STEEL FLATBED			
LINE #	REQUIRED SPECIFICATIONS	COMPLY YES/NO	EXPLAIN DEVIATIONS
1.00	Polyethylene tank with a minimum liquid capacity of 3,250gal / 12,000 L		
1.01	Tank resting on rubber between tank and platform		
1.02	Mechanical fluid level indicator on tank, visible by driver		
1.03	21” Diameter access hatch located on top of tank		
1.04	Minimum of two internal baffles in tank		
1.05	Minimum 3” gas loading pump with 390cc engine, Honda GX390, or equivalent Specify Make: _____ Specify Model: _____ Specify pumping capacity: _____ Gallons/Min.		

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PART “D” – FORM OF PROPOSAL

1.06	3" x 25 ft. of hose w/ screen for loading the tank from a natural water source		
1.07	Horizontal gravity spreading bar assembly, full width of unit		
1.08	Stop, turn and taillights integrated with frame		
1.09	One-piece floor with welded bulkhead		
1.10	LED 360-degree amber flasher light kit installed to rear		
1.11	2-rear LED work lights kit installed to rear		
1.12	4 mud flaps and bracket kit		
1.13	Frame to be black in colour		
1.14	12"x12"x24" aluminum toolbox, attached to rear		

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PART “D” – FORM OF PROPOSAL

List three municipalities in Ontario that have purchased similar equipment in the last 2 years:

1. _____
2. _____
3. _____

List location of Manufacturers Parts Warehouse:

Distance from Tay Valley Township to nearest fixed support location:

Kilometers: _____

Location: _____

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CONTRACT #2021-PW-002**

PART “D” – FORM OF PROPOSAL

I/We hereby agree to supply **One (1) Roll-Off Water Tank**. Complete in working condition in accordance with Parts “A”, “B” and “C” of this Proposal for the following price:

DESCRIPTION	TOTAL PRICE Canadian \$ (LESS HST)
Supply one (1) 2021 or Current Production Roll-off water tank	

The specified unit will be delivered to the Tay Valley Township Bathurst Garage, 217 Harper Road, Perth, Ontario on or before **April 30th, 2021**.

If the Bidder cannot deliver by this date, please specify the earliest delivery date:

Notes:

- i) HST will be paid in addition to the Proposal price
- ii) Prices must be rounded to two decimal places only
- iii) The Township reserves the right to accept a bid for a unit with a delivery date after the original specified delivery date

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PART “D” – FORM OF PROPOSAL

CHECKLIST

Enclosed with submission:

- | | |
|--|--------------------------|
| 1. Completed Part “D” enclosed | <input type="checkbox"/> |
| 2. 2021 Health and Safety Policy – Part “A” (#6) | <input type="checkbox"/> |
| 3. WSIB Certificate of Clearance – Part “A” (#6) | <input type="checkbox"/> |
| 4. Accessibility Declaration – Part “A” (#7) | <input type="checkbox"/> |

Documents upon Award of Contract:

- | | |
|---|--------------------------|
| 1. Certificate of Insurance – Part “A” (#13) | <input type="checkbox"/> |
| 2. Electronic Funds Transfer Paperwork – Part “A” (#21) | <input type="checkbox"/> |

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PART “D” – FORM OF PROPOSAL

PROPOSAL LABEL – FORM 5

To help identify your Proposal, please **cut out the label below and affix this label to the outside of your Proposal Envelope:**

THE CORPORATION OF TAY VALLEY TOWNSHIP PROPOSAL FOR ROLL-OFF WATER TANK CONTRACT#2021-PW-002	
The Corporation of Tay Valley Township 217 Harper Road, Perth, Ontario K7H 3C6	
Attention: Amanda Mabo, Clerk	
Telephone: 613-267-5353 ext. 130 Toll Free: 1-800-810-0161 Fax: 613-264-8516 E-mail: clerk@tayvalleytwp.ca	
CONTRACT NUMBER: 2021-PW-002	CLOSING DATE: 1:00PM January 28th, 2021
YOUR COMPANY’S NAME AND ADDRESS: 	

✂ **Use the above label for your envelope when you submit your Proposal Document.**

THE CORPORATION OF TAY VALLEY TOWNSHIP
PROPOSAL FOR ONE (1) ROLL-OFF WATER TANK
CONTRACT#2021-PW-002

APPENDIX "A" – ACCESSIBILITY DECLARATION

[COMPANY LETTERHEAD]

To: The Corporation of Tay Valley Township

From: [Company Name]

[DATE]

[CONTRACT NUMBER, CONTRACT TITLE]

Re: Declaration of Compliance – Accessibility of Ontarians with Disabilities Act (AODA)

Please accept this letter as confirmation [COMPANY NAME] is in compliance with the Accessibility of Ontarians with Disabilities Act and its regulations

[SIGNATURE]

[NAME]

[POSITION]

[CONTACT INFORMATION]

[COMPANY]