



SUGARLOAF MARINA
P O R T C O L B O R N E

THE CORPORATION OF THE CITY OF PORT COLBORNE

REQUEST FOR QUOTE

**Sugarloaf Marina
Maintenance Dredging
Fall 2016**

CS-RFQ #2016-01

CLOSING INFORMATION

DATE: Friday, May 20, 2016
TIME: 3:00 p.m. Local Time
LOCATION: City of Port Colborne – City Hall
1st Floor reception
66 Charlotte Street,
Port Colborne, ON L3K 3C8

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1. INTRODUCTION

The City of Port Colborne is on Lake Erie, at the southern end of the Welland Canal, in the Niagara Region of southern Ontario. Port Colborne is one of Canada's largest inland Ports. City of Port Colborne is an amalgamation of two municipalities, Port Colborne and Humberstone. The current population of the City of Port Colborne is 19,000.

Sugarloaf Marina is located at the foot of Elm Street in Port Colborne. The Marina has 700 berthing slips and operates from the 2nd weekend in April until the Thanksgiving weekend in October.

2. QUOTE PROCESS

2.1. Closing Date and Time

RFQ shall be submitted prior to or by **Friday, May 20, 2016 at 3:00 p.m. local time**. Any Quotes received after the specified closing date and time will not be considered.

2.2. Opening of Quotes

A public opening of the RFQ will take place on **Friday, May 20, 2016 at 3:45 p.m. local time** at the City of Port Colborne, Council Chambers, at 66 Charlotte Street, Port Colborne, ON. Bid results will be posted on the City of Port Colborne website www.portcolborne.ca for three (3) days following the opening of the RFQ.

2.3. Corporate Contact

Additional information regarding this Request for Quote can be obtained by contacting the following person(s) by telephone or email:

Mark Minor, Marina Supervisor
Chris Larocque, Marina Assistant Supervisor
Tel. 905.835.6644

Email: markminor@portcolborne.ca; and chrislarocque@portcolborne.ca

Communication with City of Port Colborne officials or City of Port Colborne staff other than the staff members named above for this Request for Quote, from the date of posting this RFQ up to and including the date of awarding the contract is not permitted and will be considered grounds for disqualification in the quoting and selection process.

2.4. **Site Meeting (Mandatory)**

A mandatory site meeting is scheduled as follows:

Date:	Wednesday, May 4, 2016
Time:	10:30 a.m. local time
Location:	Sugarloaf Marina (3 Marina Road, Port Colborne, ON L3K 6C6)
Person(s):	Mark Minor or Chris Larocque

2.5. **Quotes to Remain Open**

Quotes will be held open by the City for a period of no greater than thirty (30) days for full review and awarding. Should the City require an extension past the thirty (30) day period; each submitted proponent will be notified of the extension.

2.6. **Bid Bond Requirement**

Submissions of a proponent's bid on the Quoted project are to be accompanied by a Bid Bond (security deposit or certified cheque, as allowable) in the amount of ten percent (10%) of the Total Quote Price.

Failing to include the required bid bond shall be cause for incompliance and will be deemed as an invalid submission.

3. **GENERAL TERMS AND CONDITIONS**

3.1 **Acceptance of Quote**

The lowest or any Quote may not necessarily be accepted. The Corporation of the City of Port Colborne reserves the right to delete any part, or parts from the Quote without stating reasons therefore. In the event of any deletion, it is agreed that the contractor will have no claim for loss of potential profit or overhead costs.

3.2 **Cancellation**

The City of Port Colborne reserves the right to cancel the contract at any time if the services are not satisfactory, or if the specifications or the invoice amounts do not match with the Quote prices.

3.3 **Freedom of Information Act**

The bidder hereby consents to disclosure of its information contained in this Quote submission, pursuant to *The Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C.M. 56.

3.4 **Accessibility for Ontarians with Disabilities Act**

Contractors will provide the City with documentation indicating that training in accordance with the requirements of regulation 429/07 has been provided to all of their staff who will be providing goods and services on behalf of the City of Port Colborne. Refer to Statement D – Contractor’s Accessibility Agreement.

3.5 **Employees and Subcontracting**

In the performance of this contract, the Contractor shall be an independent contractor. Neither the Contractor nor any of their employees shall be deemed to be employees of the City of Port Colborne. Additionally, the Contractor will not subcontract any of this work to another firm throughout the duration of the contract period.

3.6 **Insurance**

The *Service Provider* shall indemnify and hold harmless the Municipality, its officers, members of municipal council and employees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the (Contract) attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts or omissions of the *Service Provider*, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this agreement.

The contractor shall procure and maintain CGL (Comprehensive General Liability) insurance in accordance with this section and other related insurance required. The contractor shall file with the City of Port Colborne, together with the signed contract, prior to the start of any work, a copy of the policy of CGL Insurance clearly stating that the CGL Insurance complies with all the requirements of this contract. Insurance shall be obtained from a company satisfactory to the City of Port Colborne.

The successful Contractor’s policies of Insurance shall cover the Contractor and all sub-contractors and shall name the City of Port Colborne additional named insured. A certificate of insurance will be provided to the Corporation of the City of Port Colborne as an additional named insured. All insurance shall remain in effect for the periods indicated in this contract.

The CGL Insurance requirement must include:

- i. Have a limit of liability not less than \$5,000,000.00 inclusive for any one insurance and the policy shall contain a provision for cross liability & severability of interest in respect of the Named Insured

- ii. Include insurance against liability for bodily injury and property damage caused by vehicles or equipment owned by the Contractor
- iii. Non-owned automobile coverage with a limit not less than \$5,000,000.00 and shall include contractual non-owned coverage (SEF 96)
- iv. Products and completed operations coverage
- v. Contractual Liability
- vi. Be endorsed to provide that the policies will not be altered, cancelled or allowed to lapse without thirty (30) days written notice to the City of Port Colborne
- vii. Name the City of Port Colborne including its officers and employees while performing their duties on behalf of the City of Port Colborne as additional insured's under the policy
- viii. The policy shall provide 30 days prior notice of cancellation

The Proponents is also required to carry an automobile liability policy: Automobile Liability insurance covering third party property damage and bodily injury liability (including accident benefits) as may be required by Applicable Laws arising out of any licensed vehicle operated by the Vendor in connection with this Agreement with limits not less than \$2 Million.

The Contractor shall pay for all premiums and expenses incurred with acquiring such insurance.

3.7 Employment Insurance & Workplace Safety and Insurance Act

The Contractor shall at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the *Workplace Safety and Insurance Act*. The Contractor shall, at the time of entering into a contract with the City, provide to the City satisfactory proof that all assessments or compensation payable to the Board have been paid and the City may, at any time during the performance or upon the completion of such contract require a further declaration that such assessments or compensations have been paid.

A Certificate of Clearance shall be submitted with invoice(s) after completion and acceptance of the job. If the Contractor will be unable to produce a Certificate of Clearance as required because it claims it is an INDEPENDENT OPERATOR, with no insurable workers and is otherwise unable to obtain a clearance, it shall submit to the Owner written confirmation from the Workplace Safety and Insurance Board of its status as an INDEPENDENT OPERATOR for the Contract, upon receipt by the Contractor of the award letter or purchase order. Failure to do so will be considered breach of contract.

The Contractor clearly understands and agrees that they are not, nor is anyone hired by the Contractor, covered by the City of Port Colborne under the Workplace Safety and Insurance Board, the Unemployment Act, or any Act, whether Provincial or Federal, in respect of the bidder, their employees and operations, and shall upon request furnish the City of Port Colborne with such satisfactory evidence that he has complied with the provisions of any such acts.

If the Contractor fails to do so, the City of Port Colborne shall have the right to withhold payments of such sum or sums of money due to them that would be sufficient to cover their default and the City of Port Colborne shall have the right to pay same. Information on coverage under the Workplace Safety and Insurance Act can be obtained directly from the Workplace Safety and Insurance Board. The City of Port Colborne is not to be deemed the employer or the supplier of their personnel under any circumstances whatsoever.

3.8 The Occupational Health and Safety Act

The successful bidder shall comply with all conditions and regulations of the *Occupational Health and Safety Act* and all applicable regulations and amendments thereto, any other Federal or Provincial Statute or Local By-Law concerning safety or any other phase of his work on this contract.

In order to avoid any misunderstanding as to the nature of the work to be performed herein, the Contractor, by executing this Contract unequivocally acknowledges that they are the "Constructor" within the meaning of the *Occupational Health and Safety Act*.

The Contractor acknowledges by way of submitting a Quote that they are the Constructor as defined by the *Occupational Health and Safety Act*.

The Contractor will agree to take full responsibility for any Health and Safety violations as well as the cost to defend such charges as a result of any violation.

3.9 Loss and Damage

The City of Port Colborne will not in any manner be answerable or accountable for any loss or damage that shall or may happen to the said work, or any part of parts thereof respectively, or for any of the materials or other things used and employed in finishing and completing the work or any injury to any person or persons, either workers or the public, or for any damage to the adjoining property. The successful bidder will properly guard and make good all damages, which may arise or be occasioned by any cause connected with the contract, or the work done by the successful bidder, and will indemnify and keep the City of Port Colborne harmless against the same, until the completion of the work required.

3.10 Protection of Work and Property

The contractor shall be held responsible by the City for all damage caused by himself, his employees, or any sub agents, including damage to subsurface or surface utilities, properties, pavement, sidewalks, curbs, buildings, homes or structures adjacent to or in the general area of the work, through any other cause relating to the work carried out under this contract. Additionally, the Contractor will be required to make good all such damage at his own expense to the satisfaction of the City of Port Colborne.

The Contractor shall be fully responsible for all accidents arising by reason of execution or non-execution, or non-repairs of the said works, or by reason of any failure to comply with the requirements of this clause and shall fully indemnify the City in respect thereof.

The Contractor shall conduct the work at all times, with the safety of employees on the job and the safety of the public in mind. All work shall be done in accordance with recognized safe working practices and all Government requirements applying to the work.

3.11 Ability and Experience of Contractor

The successful Contractor must submit references (Refer to Statement A) to prove that they have the ability and experience for this type of work and that they have the necessary plan and capital to enable them to proceed and complete the work in a satisfactory manner.

The City of Port Colborne may investigate as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish the City of Port Colborne all such information and data for this purpose as the City of Port Colborne may request. The City of Port Colborne reserves the right to reject any quote if the evidence submitted by or investigation of such bidder fails to satisfy the City of Port Colborne that the bidder is qualified to carry out the obligations of the contract.

In order to aid the City of Port Colborne in determining the above information, please complete the following statement sheets that are contained herein,

Statement A – Contractor’s Experience/References

Statement B – Contractor’s Supervisory Staff

Statement C – Contractor’s Equipment & Materials

Statement D – Contractor Accessibility Agreement

4. QUOTE SUBMISSIONS

The successful Proponent hereby proposes to furnish all necessary materials, equipment, and labour to perform all the work described in the Scope of Work for

this project in strict accordance with the provisions, specifications and conditions contained in this Request for Quote.

5. SCOPE OF WORK

Responses to this Request for Quote must address all of the following —

SCOPE OF WORK:

The proponent will provide “low impact” sediment dredging in the North West quadrant of Sugarloaf Marina (referred to as the “PROPOSED AREA”) to regain water depth and as a by-product eradicate Invasive Aquatic Plant species and make the Waterfront more visually appealing in this specific area. This work must be undertaken with a clear understanding of dredging shore lands and all associated rules and regulations within the Province of Ontario currently in effect, including all related resources regarding dredge material disposal. You can find a complete set of provincial rules under the act in: Public Lands Act, Ontario Regulation 239/13 (section 6) and Ontario Regulation 975. (See Schedule ‘A’)

Special Notes:

1. The Proponent will be required to furnish a comprehensive listing of all necessary plant, machinery, tools, apparatus and labour to complete all the works in strict accordance with the provisions, plans, specifications and conditions included in this Request for Quote;
2. The Proponent is responsible to obtain all necessary permits and licenses. For example, you may need to check with: local conservation authority, the Ontario Ministry of the Environment and Climate Change, Fisheries and Oceans Canada, Transport Canada, local municipality/township, Ministry of Natural Resources and Forestry for endangered and protected species, other provincial ministries, and Ontario One Call (to learn if hydro or gas lines could be impacted)
3. The Proponent will insure all material dislodged will be safely and responsibly removed from the site location and any and all expenses incurred in the performance of the removal and disposal will be borne by the proponent.
4. The Proponent will provide adequate notice to the Marina Supervisor and or Coordinator to facilitate any additional partnering requests i.e., additional staff on site, an indication of any foreseen boats which may need to be relocated during the process and ample notice of commencement of work to provide ample notification to tenant(s) of the Marina in order to facilitate the least amount of inconvenience to our tenant(s) and staff.

5. Any additional potential costs or licensing not specifically noted in this request will be obtained by the successful proponent and presented to the City of Port Colborne;
6. A comprehensive list of municipal and commercial references within the last three-year period to be submitted as part of the Request for Quote, failing which could be cause for disqualification of process.
7. Completion of the 2016 maintenance dredge project is requested prior to the end of November 2016, thereafter a review and further instructions will be provided to the awarded proponent regarding completion of Marina dredging in subsequent years. Should this timeframe not be conducive with your schedule, a specified date of completion is to be inserted under Appendix "D" and will be reviewed and considered in the awarding of this Quote.

Note: Reference – <https://www.ontario.ca/page/dredging-shore-lands-previously-dredged>

6. CHANGES TO CONTRACT

No deviation from the Bidder's Quote shall be made by the successful bidder in the execution of the work, without the written approval of the City of Port Colborne.

The Contractor shall provide the City with written notice of and await written notice for:

- a. Additional work, materials, services, or things not covered, or specified in this Quote and a corresponding statement of cost and expense estimates for such additional services and changes in the project schedules (if any); and
- b. Any changes to be made in the Project which the Contractor may recommend, whether the effect of such change is to increase or diminish the work or scope.

7. METHOD OF SUBMISSION

Request for Quotes must be submitted in a **sealed** envelope by way of hand delivery, courier service, or mail. All Requests for Quotes submitted under CS-RFQ #2016-01 must be clearly marked as follows:

Sugarloaf Marina - Maintenance Dredging, Fall 2016
CS-RFQ #2016-01
Attention: Ashley Grigg, City Clerk
Corporation of the City of Port Colborne
66 Charlotte Street, Port Colborne, ON L3K 3C8
ashleygrigg@portcolborne.ca

Faxed or e-mailed Quotes provided by any Proponent will be a breach of the Request for Quote and will result in the total rejection of any and all Quotes received, or to be received from such proponent in any form, under this Request for Quote.

All proponents must complete and submit a Proponent Identification Sheet using the format provided as Appendix A to this Request for Quote. The Proponent Identification Sheet must be duly signed by a person authorized to bind the Proponent organization and affixed with the corporate seal if applicable.

Proponents must also complete and submit an Acknowledgement of Quote Documents Received by Proponent and Addenda provided as Appendix B. The Acknowledgement must be duly signed by a person authorized to bind the Proponent organization and affixed with the corporate seal if applicable.

8. **ADDENDA**

The City of Port Colborne reserves the right to issue addenda to this Request for Quote. Any addenda issued after the posting of this Request for Quote will be published on the City website at www.portcolborne.ca up to and including **May 20, 2016**. It is the sole responsibility of Proponents to review and respond to published addenda issued following the issuance of this Request for Quote in their submissions.

If addenda are issued prior to two days of closing this Request for Quote, the closing date of this Request for Quote may be adjusted accordingly.

9. **CONFLICT OF INTEREST**

Proponents participating in this Request for Quote process shall disclose, prior to entering into an agreement, any potential conflict of interest. If such a conflict exists, the City of Port Colborne may, at its discretion, withhold the award of a contract from the Proponent until the matter is resolved.

10. **PRICING TO REMAIN FIRM**

Pricing provided under this Request for Quote shall remain firm for a period of thirty (30) days from the date of closing this Request for Quote.

11. **AWARD OF CONTRACT**

The successful proponent once determined will enter into a standard Purchase Order Contract for Service with the City of Port Colborne for a lump sum agreement and invoice the City for services provided.

12. **RESERVATION OF RIGHT**

Proponents will not have the right to change conditions, terms or prices once a RFQ has been submitted in writing to the City of Port Colborne, nor shall proponents have the right to withdraw a Quote once it has been submitted.

13. **PROCUREMENT POLICY BY-LAW/GOVERNING LAW**

Quotes will be called, received, evaluated, accepted and processed in accordance with the City's Procurement and Purchasing Policy By-Law #4613/144/04, respecting purchasing (copy available on request). By submitting a Quote for this project, the Proponent agrees to be bound by the terms and conditions of such By-Law and any amendments thereto, as fully as if it were incorporated herein.

Any Contract resulting from this Request for Quote shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

14. **METHOD OF SUBMISSION**

14.1 **Delivery of Quotes**

- a) Request for Quotes must be submitted in a **sealed** envelope by way of hand delivery, courier service, or mail.
- b) Delivery of Quotes through a Courier Service shall be the responsibility of the Proponent and shall result in the submission being rejected where:
 - i) The Quote is delivered to a location other than that stated on the label provided by the Owner;
 - ii) The Quote Envelope/Package enclosed in the Courier Envelope does not state "QUOTE DOCUMENTS ENCLOSED" and is not removed from the Courier's Envelope prior to the closing date and time; and/or
 - iii) The Quote is delivered later than the closing date and time.

14.2 **Submission Labels**

The PROPONENT DELIVERY LABEL (Quote Submission Label) Appendix E supplied by the Owner as part of this Request for Quote must be affixed to a Proponent's envelope without any extra exterior covering.

14.3 **Submissions by Facsimile or Email**

Quote forms submitted and received by facsimile or email from any Proponent will be a breach of this Request for Quote and will result in the total rejection of any and all Quotes received, or to be received, from such Proponent in any form, under this Request for Quote.

14.4 **Mandatory Requirements**

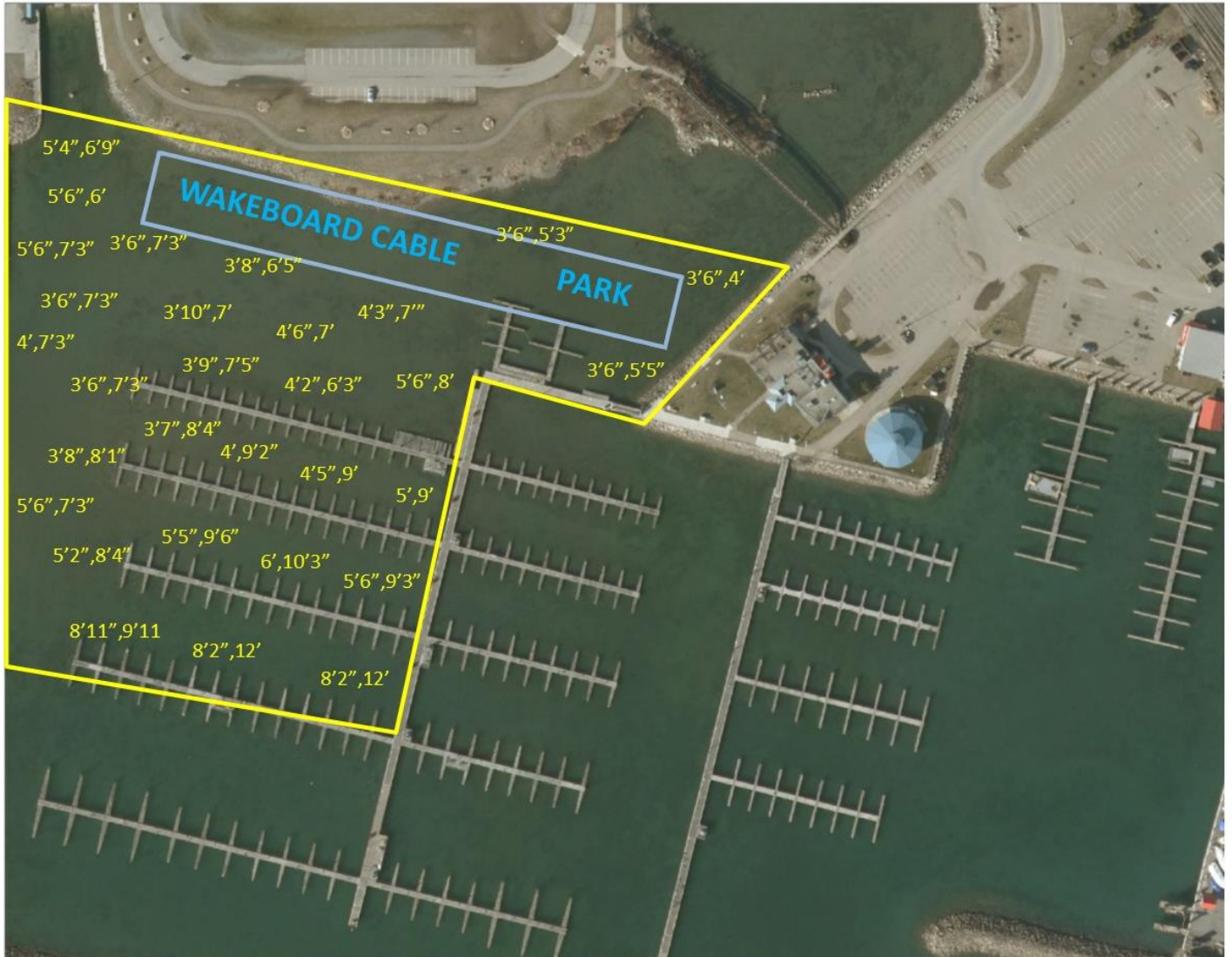
Submissions under this Request for Quote must include all of the following documents:

- i) **Bid Bond, certified cheque or security deposit**
- ii) **Appendix A – Proponent Identification Sheet**

- iii) Appendix B – Acknowledgement of Quote Documents Received by Proponent and Addenda**
- iv) Appendix C – Occupational Health and Safety Declaration for Construction Projects**
- v) Appendix D – Pricing for Request for Quote**
- vi) Appendix E – Proponent Delivery Label**
- vii) Statement A – Contractor’s Experience/References**
- viii) Statement B – Contractor’s Staff**
- ix) Statement C – Contractor’s Equipment & Materials**
- x) Statement D – Contractor Accessibility Agreement**

15. Schedule 'A'

Sugarloaf Harbour Marina Clear Water Project Schedule 'A' PROPOSED AREA for Dredging



APPENDIX A
PROPONENT IDENTIFICATION SHEET
CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016
(Must be returned with Request for Quote)

BUSINESS NAME OF PROPONENT: <i>(Proponent responding to RFQ)</i>	
MAILING ADDRESS OF PROPONENT: <i>(Street # & Name or P.O. Box)</i>	
MAILING CITY/PROVINCE OF PROPONENT:	
POSTAL CODE OF PROPONENT:	
NAME OF CONTACT PERSON REPRESENTING PROPONENT: <i>(For this RFQ)</i>	
TELEPHONE NUMBER & EXTENSION OF PERSON REPRESENTING PROPONENT: <i>(Contact person for this RFQ)</i>	
FAX NUMBER OF PROPONENT:	
EMAIL ADDRESS OF PERSON REPRESENTING PROPONENT: <i>(Contact person for this RFQ)</i>	
NAME OF PERSON SIGNING ON BEHALF OF PROPONENT	
TITLE OF PERSON SIGNING ON BEHALF OF PROPONENT:	

SIGNATURE OF PERSON AUTHORIZED TO ACT ON BEHALF OF PROPONENT

(Please affix Corporate Seal, if applicable)

APPENDIX B
ACKNOWLEDGEMENT OF QUOTE DOCUMENTS
RECEIVED BY PROPONENT & ADDENDA FOR
CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016
(Must be returned with Quote)

I/We, the undersigned, hereby acknowledge and confirm on behalf of

That I/We have received all of the documents noted in the Table of Contents contained in this document and have been provided with all of the details required to permit me/us to submit a Quote on Request for Quote.

1. I/We declare that this Quote is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person submitting a Quote for the supply of the same goods and services.
2. I/We declare that I/We have carefully read this document and have satisfied ourselves as to the nature of the goods and services required and do hereby make our Quote to the Corporation of the City of Port Colborne for the goods and services described herein.
3. I/We acknowledge that we have received the following addendum to this Request for Quote and that it is my/our responsibility to ensure that all addenda issued by the Corporation of the City of Port Colborne has been received.

4. No. of Last Addendum	Description of Last Addendum
-------------------------	------------------------------

Witness (if applicable)

Signature

(Please affix Corporate Seal if applicable)

Dated:

Name & Position (please print)

APPENDIX C
OCCUPATIONAL HEALTH AND SAFETY DECLARATION
FOR CONSTRUCTION PROJECTS
CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016
(Must be returned with Quote)

I, _____ on behalf of _____
(Legal name of company)

Certify the following:

I/We have a health & safety policy and will maintain a program to implement such a policy as required by the *Occupational Health & Safety Act*, R.S.O. 1990, c.0.1, as amended (The "OHSA").

With respect to the good/service being offered pursuant to this Request for Quote/Quote/Quote, including any subcontracted services, I/We acknowledge the responsibility to, and shall:

- a) Fulfill all of the "constructor obligations under the OHSA and ensure that every employer and every worker performing work on the project complies with the OHSA and its regulations;
- b) Ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
- c) Provide information and instruction to all employees to ensure they are informed of the hazards inherent to the work and understand the procedures for minimizing the risk of injury or illness.

I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required by the OHSA.

Dated at _____ this _____ day of _____, 2015

Name of Contractor

Authorized Signing Officer

Affix Corporate Seal

APPENDIX D
PRICING FOR REQUEST FOR QUOTE
CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016
(Must be returned with Quote)

Pricing:

Total pricing to provide materials, equipment and labour as defined under Section 5, "Scope of Work", in this Request for Quote:

2016 Pricing	
Total Price Excluding Taxes:\$	\$
HST, if applicable	\$
Total Price, including taxes (do not include the unit pricing in this total)	\$
Unit Price/m ³ for any material dredged over estimated 3002 m ³ , excluding taxes	\$
HST, if applicable	\$
Unit Price/m ³ , including taxes	\$
2016 -Anticipated date of Start:	
2016 - Anticipated date of Completion:	
Total Price, including taxes	\$

 Witness (if applicable)

 Signature

 Dated

 Print Name/Position
(Affix Corporate Seal – if applicable)

APPENDIX E
CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016

PROPONENT DELIVERY LABEL (Quote Submission Label)

(Must be returned with Quote)

Proponent Delivery Label

From:	
Contact:	
Telephone:	

DELIVER TO:

The Corporation of the City of Port Colborne
Attn: Ashley Grigg, City Clerk
CS RFQ No.: 2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016

The Corporation of the City of Port Colborne
66 Charlotte Street
Port Colborne, ON
L3K 3C8

STATEMENT A – CONTRACTOR’S EXPERIENCE/REFERENCES

CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016
(Must be returned with Quote documents)

The Contractor shall list below, the locations (at least five) where similar work has been performed by this company within the last two years.

	Length of Service	Location of Work	Owner	Owner’s Representative or Contact	Phone Number
1					
2					
3					
4					
5					

STATEMENT B – CONTRACTOR’S STAFF
CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016
(Must be returned with Quote documents)

The Contractor shall list below, the names and experience of personnel to be employed in this contract.

Name	Classification and Experience

STATEMENT C – CONTRACTOR’S EQUIPMENT & MATERIALS

CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016
(Must be returned with Quote documents)

The Contractor shall list major supplies of materials to be used for the execution of this contract as well as the equipment to be available.

Materials	Equipment

INVOICING

All invoices shall contain the following information:

- i. Delivery Date
- ii. Delivery Slip Number
- iii. Purchase Order Number
- iv. Invoice Number
- v. HST Registration Number

STATEMENT D – CONTRACTOR ACCESSIBILITY AGREEMENT

CS RFQ #2016-01
Sugarloaf Marina - Maintenance Dredging, Fall 2016
(Must be returned with Quote documents)

Contractor Name: _____

Name of Contact Person: _____ (please print)

Accessible Customer Service Training:

I confirm that all staff and subcontractors providing goods and services to the public or third parties on behalf of the City of Port Colborne have received Accessible Customer Service training in compliance with *Regulation 429/07 Accessible Standards for Customer Service* of the AODA.

Signature

Date