

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST

BID OPPORTUNITY

RMW #2024-02

MUNICIPAL ROADSIDE MULCHING

MULCHING OF MUNICIPAL ROADSIDES TENDERS

Tenders will be received by the undersigned for the Mulching of Municipal Roadsides for the year 2024 for the Rural Municipality of Riding Mountain West.

Tender packages are available by pick-up at the Inglis Municipal office, email or fax **upon request only**. Sealed tenders are to be returned to the Inglis Municipal office on or before **4:00 p.m. February 16th, 2024**.

R.M. of Riding Mountain West
Box 110
Inglis, Manitoba R0J 0X0
info@rmwest.ca

A handwritten signature in blue ink, appearing to be 'Glenda', followed by a horizontal line.

Glenda Lemcke, CAO

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST

Inglis, Manitoba

INSTRUCTION TO BIDDERS

1. TENDERS

Tenders, clearly marked, "MUNICIPAL ROADSIDE MULCHING RMW #2024-02" will be accepted by the RM office up to 4:00 pm local time, Friday, February 16, 2024 for mulching overgrowth in Municipal ditches as per the attached specifications. All Bids shall be submitted on the forms included in these Tender Documents as listed on the Tender Submission and each such document shall be completed in accordance with these instructions to the Bidders.

2. ENCLOSURE OF COMPLETE DOCUMENTS

- a) All Tender Documents, including those requiring completion, shall be filled in and returned intact.
- b) The tender submission shall consist of the following:
 - FORM A Schedule of Prices
 - FORM B Schedule of Equipment
 - FORM C Schedule of Sub contractors (if applicable)

3. INFORMATION

Tender forms, specifications and other information may be obtained at the office of the Rural Municipality of Riding Mountain West, Inglis Manitoba.

4. CLARIFICATION

The RM reserves the right to appoint an inspector to ensure that mulching is being done to the standard expected.

The RM reserves the right to direct the contractor(s) to start mulching as soon as Council deems that the growth along Municipal roads is considerable enough to require removal.

The RM reserves the right to seek clarification with the Bidder(s) to assist in making evaluations.

The term of this contract(s) will be from May 1st, 2024 – November 30th, 2024.

5. WITHDRAWN

The RM reserves the right to withdraw any or all tenders or any portion thereof. Lowest bid not necessarily accepted.

6. PRICES

The RM is requesting a total cost per Mile. This is to include all machinery, labour, travel, maintenance, and fuel costs required to complete this contract.

7. QUALIFICATIONS

- a) The bidder shall provide a minimum of \$2,000,000 third party liability covering the RM of Riding Mountain West during the term of this contract.
- b) The bidder shall provide a current confirmation of good standing with the Worker's Compensation Board.
- c) Each bidder shall be prepared to submit, on request of the RM, the following information:
 - i. Proof that they are incorporated or otherwise authorized to do business in Manitoba.
 - ii. Proof that they are financially capable of carrying out the terms of the contract.
 - iii. Proof that they have successfully carried out work, similar in scope and value, or are fully capable of performing the work required to be done in accordance with the terms of the contract.
 - iv. Can handle trees to a 18" diameter
 - v. Such other pertinent data as may be required by the RM.

8. SUBCONTRACTING

Bidders who propose to sublet any portion of the work shall give a complete list of the Subcontractors who they propose to engage with and a description of the work to be sublet. Where the Subcontractors are not identified on FORM C, it will be interpreted that the Bidder proposes to execute that class of the work with the Bidder's own forces.

9. LICENSING

The services shall be performed in accordance with the existing Federal and Provincial regulations. The Contractor shall obtain all applicable licenses required for the completion of this work. The Contractor shall be responsible for any or all charges imposed by such regulations.

10. ENFORCEMENT OF REGULATION

The Contractor shall abide by all fire, safety, and Environmental Laws in the Provincial of Manitoba.

11. INVOICING

- a) Invoicing shall be submitted monthly during mulching season, with any final bills required to be submitted by December 31st 2024. Invoices **MUST** be billed by Mile mulched. Hours worked per day and a weekly report of numbers of roads that have been completed will be required in the form of a Monthly report to the office.

- b) Invoices must be sent to:

RM of Riding Mountain West
118 Main Street, P.O. Box 110
Inglis MB R0J 0X0

accounts@rmwest.ca

12. PAYMENT

Based on Council's schedule to approve all invoices; payment will be issued within 45 days of receipt of invoice.

13. EVALUATION CRITERIA

This contract will be awarded by Council based on the following criteria:

- i. Bidder's ability to meet or exceed all the requirements as outlined in the Tender.
- ii. Demonstrated expertise in providing the service in a timely fashion.
- iii. Equipment to meet or exceed the requirements in the Tender.
- iv. Price.
- v. Council reserves the right to select multiple contract providers for its service level requirements.

FORM A: SCHEDULE OF PRICES

Cost per Mile Mulched _____

Completion Date _____

COMPANY & SEAL

PRINTED NAME

AUTHORIZED SIGNATURE

DATE

FORM B: SCHEDULE OF EQUIPMENT

LIST TYPE AND MINIMUM NUMBER OF PIECES OF EQUIPMENT THAT IS INTENDED FOR USE IN THE PERFORMANCE OF THIS CONTRACT.

COMPANY & SEAL

PRINTED NAME

AUTHORIZED SIGNATURE

DATE

FORM C: SCHEDULE OF SUBCONTRACTORS

SUBCONTRACTOR

NAME:

ADDRESS:

PHONE NUMBER:

DESCRIPTION OF WORK
TO BE SUBLET:

COMPANY & SEAL

PRINTED NAME

AUTHORIZED SIGNATURE

DATE