



QUOTATION

Item #L-16

Removal of Dutch Elm Diseased Trees

Removal of Dutch Elm Diseased Trees

TABLE OF CONTENTS

Part A. – Instructions to Bidders

1. Definitions	1
2. Enquiries	1
3. Site Visit	1
4. Pricing	1
5. Receipt of Quotations	1
6. Submission of Quotations	1-2
7. Addenda	2
8. Alternate Bids	2
9. Withdrawal of Quotations	2
10. Rejection of Quotations	2
11. Award and Execution of Quotations	3

Part B. – Supplemental Conditions

A. Application	4
B. Local License Requirements	4
C. Schedule	4
D. Selection Process Criteria	4
E. Submittal Requirements	5
F. Insurance and Indemnification Requirements	5

Appendix 1 - Specifications

Bid Form

The following information is available for download on the City of Brandon website: <https://purchasing.brandon.ca>

1. Tree Locations
2. Stump Grinding Photo

PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Quotation Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:

"Bidder" means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

"City" means the Municipal Corporation of the City of Brandon.

"Bid Submission" means an offer from a Bidder in response to a Bid Solicitation.

"Quotation Documents" means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative enquiries and requests for clarification of the Quotation process shall be made to Lindsay Loree, either by Fax at 204-726-8546 or Email purchasing@brandon.ca and must be received not less than seven (7) days prior to the date for closing of Quotations.

3. SITE VISIT

There is no formal site visit scheduled but Bidders are encouraged to view/investigate the locations indicated on the appended list. Bidders are advised as these trees are located on private property and viewing/investigation will need to occur from City/public property. Technical support will not be available if attending the locations.

4. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B. Various Locations, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

5. RECEIPT OF QUOTATIONS

The Quotation shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: **CONFIDENTIAL: ITEM #L-11 – Removal of Dutch Elm Diseased Trees** and must be received by either methods specified below before 5:00:00 p.m., local Brandon time, **Friday, January 03, 2020** to be accepted.

6. SUBMISSION OF QUOTATIONS

The Bidder shall submit his Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed so by written Addenda. The Bidder shall initial and date each and every correction, change, erasure on the Form and shall be clearly signed by the Bidder, and shall clearly show the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Quotation shall be delivered to the City by ONE of the following methods:

a) **By MAIL/COURIER DELIVERY**

Addressed to the City of Brandon as follows:
Lindsay Loree, SCMP
Procurement Manager
City of Brandon – Finance Department
410 - 9th St., Brandon, Manitoba R7A 6A2

b) **By HAND DELIVERY**

Lindsay Loree, SCMP
Procurement Manager
Finance Department (Main level) City Hall, 410 - 9th Street
Brandon, Manitoba

c) **By FAX DELIVERY**

Faxed submissions are not accepted.

7. ADDENDA

The City shall have the right to amend the Quotation Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Quotation Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Quotation to be rejected.

8. ALTERNATE BIDS

Alternate Bid Submissions are not accepted.

9. WITHDRAWAL OF QUOTATIONS

A Bidder shall be permitted to withdraw his Quotation, without penalty, if such request is received in writing by the Procurement Manager, prior to the time specified herein for receipt of Bids:

The City of Brandon
410 - 9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2252
FX: 204-726-8546
E: purchasing@brandon.ca

The City shall retain the Quotation until after the time specified herein for the receipt of Quotations. The submission will be opened to verify that the name and signature of the person requesting the Quotation be withdrawn is the same as the name and signature of the person who submitted the Quotation. If the information is the same, the Procurement Manager will declare the bid withdrawn.

10. REJECTION OF QUOTATIONS

The City reserves the right to reject any or all Quotations, the City in its sole discretion may reject as non-compliant any Quotation which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Quotation, as compliant, which it considers is in the best interest of the City of Brandon.

11. AWARD AND EXECUTION OF QUOTATIONS

The City reserves the right to cancel this Quotation at any time. The Award of the Quotation, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Bids were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Quotation will not be binding until the successful Bidder has received written notification of the award of the Quotation from the Procurement Manager of the City of Brandon. No other act of the City shall constitute an award of the Quotation. The award of the Quotation shall fall under the governing laws of the Province of Manitoba.

The lowest or any Quotation will not necessarily be accepted.

PART B. – SUPPLEMENTAL CONDITIONS

**The City of Brandon
For
Removal of Dutch Elm Diseased Trees**

A) Application

- A.1** The City requires the removal of Dutch Elm diseased trees at various locations within the City. All trees are located on private property.
- A.2** The Contractor shall supply all material, equipment and labor required to perform and complete the Work. Tipping fees at the Eastview Landfill will not be waived. All costs associated with removal and disposal of the trees are the responsibility of the Contractor.
- A.3** The Contractor shall be responsible for all travel, lodging, and meal costs associated with the Work and shall include them in the Total Bid Price.
- A.4** It is the responsibility of the Contractor to abide by the construction requirements as stated in the City of Brandon Engineering Department Standard Construction Specification Book and General Conditions of the Contract. Documents are available in electronic form on the City of Brandon website <https://purchasing.brandon.ca>.
- A.5** It is the responsibility of the Contractor to abide by all City of Brandon Planning and Building Safety Department requirements, by-laws and codes. All required permitting and associated costs related to meeting City of Brandon Planning and Building Safety Department's requirements are the responsibility of the Contractor. The Contractor shall not commence Work until all required permits have been applied for and approved.
- A.6** The Contractor must comply with all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.7** Appendix 1 indicates the minimum specifications.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting his/her business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Quotations and provide recommendations to Procurement Services within four (4) weeks of Quotation closing.

D) Selection Process/Criteria

- 1) Cost; and
- 2) Completion date.

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

The City will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Bids and take into consideration past performance of Bidders on similar contracts, both in and out of the City and such other factors the City considers relevant including the timing of services to be provided.

E) Submittal Requirements

Reply to this request with one (1) copy of the Quotation. Limit the submittal to 8½"x11" pages double sided. Failure to include the following information will render the Bid Submission non-compliant.

Please include the following:

- 1) Bid Form

F) Insurance and Indemnification Requirements

Workers Compensation Number must be current and in good standing.

The Contractor shall be deemed the prime contractor for the project and is solely responsible for construction and public safety at the site and for securing the site at all times to prevent public access. The Contractor shall carry out the work in accordance with the construction safety code in force at the place of work and in accordance with the applicable Workplace Safety and Health Act Regulation for Manitoba. The Contractor shall insure that when work is stopped, the Contractor leaves the Site in a safe and secure manner. At the discretion of the Manager of Parks Operations or his/her designate, may require additional safety precautions over and above the codes during the construction.

The Contractor shall at his own expense obtain Comprehensive General Liability (Occurrence form) policy written in the Contractor's name and including the City of Brandon as an additional insured in the amount of not less than \$2,000,000 (two million dollars) inclusive for bodily injury and/or property damage for any one occurrence or series of occurrences arising out of one cause. Legal or defence costs incurred in respect of a claim or claims shall not operate to decrease the limit of liability.

APPENDIX 1

SPECIFICATIONS ITEM #L-16

Removal of Dutch Elm Diseased Trees

A. Scope of Work

1. Remove all Dutch Elm Diseased trees. Refer to the appended list for tree locations.
2. Trees shall be completely removed as follows:
 - a. Stumps to be cut flush to the ground and any remaining bark on the outside of the stump shall be removed to ground level. A photo has been provided for reference.
 - b. Stump grinding is not included in the Scope of Work.
3. All branches, logs and stumps shall be handled or disposed of in the following manner [additional fees (if any) are the responsibility of the Contractor]:
 - a. Taken to the Landfill and buried at the top of the hill.
 - b. Chips created from the removal of trees shall be taken to the Landfill.
 - c. Logs or wood shall not be kept to use for firewood.
4. Trees have been tagged for identification. As trees are removed, the date of removal must be recorded on the tag. Tags shall be returned to the Parks Department at 2020 MacGregor Avenue, Brandon, MB.
5. Work will be subject to inspection by the Manager of Parks Operations or a designate.
6. The Contractor shall provide the City with one (1) week's notice prior to commencement of the Work.

B. Miscellaneous

1. The Contractor must be a Licensed Manitoba Arborist or an ISA certified arborist.
2. The Contractor shall obtain all required line clearance regulations for Manitoba Hydro if required. The proper ticket is required to allow for cutting around existing wires.
3. Hours of Work are from 7:00 a.m. to 7:00 p.m. weekdays and Saturdays unless other arrangements have been made between the City and the Contractor. Work completed outside of these hours must be in accordance with existing City of Brandon by-laws and if the operation has been approved by the Manager of Parks Operations.
4. The Contractor shall maintain a clean work site and shall ensure that the Work does not pose any safety hazards to the employees and the public.
5. Proper removal and disposal of any garbage, debris and surplus material shall be removed from the jobsite upon completion of the Work.
6. The job sites shall be left in a clean, presentable condition upon completion.
7. All work shall be completed by March 27, 2020.
8. Any damage caused by the Contractor to private property will be the sole responsibility of the Contractor to repair.
9. The City will accept monthly progress billing. Invoices submitted for Work completed must be accompanied by the tags submitted as stated in Specification A.4 above.

*This document must be witnessed to be compliant.