



**Township of Essa**  
5786 County Road 21  
Utopia, Ontario, Canada L0M 1T0  
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[www.essatownship.on.ca](http://www.essatownship.on.ca)

# THE CORPORATION OF THE TOWNSHIP OF ESSA

## REQUEST FOR QUOTATION

FOR

**Line Painting, Stop Blocks, School Crossings  
And Rail Crossings**

**RFQ #: EPW-25-004**

**QUOTE CLOSING**

**DATE: Friday March 7<sup>th</sup>, 2025**

**TIME: 2:00 PM local time**

**LOCATION: Lower Level – Township of Essa Administration Office  
5786 County Road 21, Utopia, Ontario, Canada L0M 1T0**

**LATE QUOTATIONS WILL NOT BE ACCEPTED.**

The Corporation of the Township of Essa reserves the right to accept or reject all or part of any Quotation and also reserves the right to accept other than the lowest Quotation and to cancel this Call for Quotations at any time.

The following definitions apply to the interpretation of the Quotation Documents;

1. **"Addenda or Addendum"** means such further additions, deletions, modifications or other changes to any Quotation Documents.
2. **"Bid Documents"** means collectively all of the documents comprising the Call for Bids, namely Part I to VIII, and the Contract Drawings, if any.
3. **"Bid or Bid Form"** means the Bid in the form prescribed by these Bid Documents and completed and submitted by a Respondent(s) in response to and in compliance with the Call for Bids and the Bid Documents and for the purpose of entering into the Contract with the Owner in the event of Award.
4. **"Bid Security and Contract Security"** means the Bid Security documentation referred to and described in Part I, Instructions to Respondents.
5. **"Call for Bids"** means the Call for Bids on the terms and conditions set forth in the Bid Documents.
6. **"Closing Time"** means the time specified in Part I, Instructions to Respondents by which all Bid submissions shall be stamped received by the Owner.
7. **"Contract"** means the agreement in writing governing the performance of the Work which has been executed by the Owner and successful Contractor following acceptance by the Owner of the successful Respondent's Bid Form submission.
8. **"Contract Drawings"** means the plans and drawings describing the Work.
9. **"Contractor"** means the successful Respondent to whom the Contract is Awarded and undertaking the execution of the Work under the terms of the Contract.
10. **"Council"** means the elected Council for the Township of Essa.
11. **"Mandatory Requirements"** means those requirements described in Part I, Instructions to Respondents, which shall be fully satisfied in order for any Bid to be considered by the Owner as a qualified Bid.
12. **"Owner"** means The Corporation of the Township of Essa, as the case may be, and as identified in the Call for Bids, and Bid Documents and for the purpose of the Award and execution and performance of the Contract shall mean the entity awarding the Contract.
13. **"Request for Quotations"** ("RFQ") means the request for quotations to which these Instructions relates, and any renewal or substitute for that request for quotation.
14. **"Respondent"** means the legal entity submitting a Bid or Bid Form.
15. **"Services"** means a service of any description required in order to complete the Work, whether commercial, industrial, trade, or otherwise, and includes all professional, technical and artistic services, and the transporting, acquiring, supplying, storing and otherwise dealing in Goods,
16. **"Sub Contractor"** means a legal entity approved by the Owner undertaking the execution of a part of the Work pursuant to an agreement with the Respondent, and includes both "brokers" and "subcontractors".
17. **"Unit Price Per Lump Sum"** means the fully inclusive, all-in total component price quoted by a Bidder in its Quotation with respect to the Work, including the purchase price for all materials, labour costs, service costs, costs for temporary structures and facilities, utility costs, operating and disposal costs, and all applicable taxes relating to the foregoing; but excluding any applicable taxes.
18. **"Work"** means the Work to be undertaken by the Contractor pursuant to the provisions of the Contract.

**1. SCOPE OF WORK**

The Corporation of the Township of Essa invites quotations from qualified contractors to provide all labour, materials and equipment to complete all works associated with the painting of various Lines, Stop Blocks and School Crossings within the Township of Essa.

**2. QUOTATION CLOSING TIME**

Tenders shall NOT be opened publicly for this bidding process due to the ongoing COVID-19 protocols for public gatherings. Bidders are advised to deposit their Quote Form within the mailbox located within the lower level of the of the Township administration office prior to the 2:00 p.m. deadline on **Friday March 7<sup>th</sup>, 2025**. Bid results can be provided digitally to bidders if requested soon after Township staff have had the opportunity to open and review the bid submissions.

**3. COMPETITION INTENDED**

It is the Township's intent that this Competitive Quotation Opportunity to permit competition. It shall be the Respondents responsibility to advise the Public Works Department in writing ([jkolb@essatownship.on.ca](mailto:jkolb@essatownship.on.ca)) of any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this document to a single source. Such notification must be received no later than Seven (7) days prior to the date set for acceptance of quotations.

**4. WEBSITE POSTING**

The Township of Essa posts all tenders, quotes and requests for proposals on-line on the Biddingo and Township Websites as follows:

[Biddingo](#)

[Essa Township Bid Opportunities](#)

**5. LOBBYING PROHIBITED**

If any director, officer, employee, agent or other representative of a Respondent or Bidder, including any other parties that may be involved in a joint venture, consortium or similar business relationship with the Respondent or Bidder, makes, from the time the Quote Documents are released, any representation or solicitation to any elected representative or employee or agent of the Owner including project consultants, or to the media, with respect to the Respondent's Quote, the Owner will be entitled to reject the Quote. This requirement does not extend to any public deputations.

**6. INQUIRIES**

All inquiries concerning this quotation including specifications, process and results are to be directed in writing (e-mail) through:

**John Kolb**

**Manager of Public Works**

**Public Works Dept.**

**5786 Simcoe County Road 21, Utopia ON L0M 1T0**

**[jkolb@essatownship.on.ca](mailto:jkolb@essatownship.on.ca)**

**Inquiries shall not be directed to any other Township employees.**

If required, respondents who wish to submit questions during the call for Quotation process, **must do so in writing**. All inquiries should be e-mailed directly to the Road Supervisor at [jkolb@essatownship.on.ca](mailto:jkolb@essatownship.on.ca). No clarification requests will be accepted by telephone. A transcript of questions will be distributed to those who request it and will also be made available by the method authorized for advertising the Quotation.

## 7. RELEASE OF INFORMATION DURING THE CALL FOR QUOTATION PROCESS

Any communication initiated by a respondent to Corporation elected officials or staff other than to the Public Works Department staff for the period of time, from the Call for Quotation closing up to and including the date that the contract has been executed by the Corporation (the "Black Out Period") may be grounds for disqualifying the offending Respondent from consideration for contract award.

Any communication between a Respondent during the Black Out Period will be initiated by the Public Works Department staff only.

## 8. QUOTATION PREPARATION AND SUBMISSION

Task	Date
Issue of Quotation	February 20 <sup>th</sup> , 2025
RFQ Closed	March 7 <sup>th</sup> , 2025
Substantial Completion	July 25 <sup>th</sup> , 2025

8.1 All Quotations shall be submitted in the Quotation Format provided by the Owner in the Quotation Documents.

8.2 Quotations that are not delivered on time shall result in the Quotation being rejected. Quotation Forms submitted and received by facsimile shall not be accepted and shall result in the Quotation being rejected.

8.3 Courier Service:

Delivery of the Quotation Submission Envelope/Package through a Courier Service shall not be accepted.

8.4 The Quotation Form shall be signed in the space(s) provided by a duly authorized official of the entity Quoting. If a joint Quotation is submitted, it shall be signed on behalf of each of the Respondents and if the signing authority for both Respondents is vested in one individual, he/she shall sign separately on their behalf. Signatures on behalf of a non-incorporated body or by individuals shall be witnessed. In the case of an incorporated company, the corporate seal should be affixed to the Quotation Form adjacent to the authorized signature. Amendments by telephone, facsimile, telegram or letter to a Quotation or Quotation Form already submitted shall not be accepted or considered.

## 9. QUOTATION OPENING

Respondents are advised there will **NOT** be a public opening for this Request for Quotation.

## 10. LATE SUBMISSIONS

Quotations received after the official closing time will NOT be considered during the selection process and will be returned unopened to the respective Respondent.

**11. UNOFFICIAL RESULTS**

Once the Quotation or Competitive Quotation opportunity has been opened, the Unofficial Quotation Results will be available upon request from the Township Public Works Department within 24 hours of the Quotation Opening.

**12. ELECTRONIC SUBMISSIONS**

Electronically transmitted submissions (e-mail) will be accepted for this Quotation.

**13. ADDENDUM/ADDENDA**

Addendum/Addenda if required will be issued by the Public Works Department and shall hereby form part and parcel of the said Project. Failure to acknowledge Addendum/Addenda issued shall result in a non-compliant Quotation. Where possible and practical, all Addendum/Addenda should be issued to the Respondents before forty-eight (48) hours of Closing Time. The onus is the responsibility of the Respondent to have received all Addendum/Addenda that have been issued by the Public Works Department. **The Township of Essa will assume NO responsibility for oral instructions or suggestions.**

**Therefore, prior to submitting Quotations, Respondents must check the Bidingo website to verify that they have received all Addenda released. If No addenda or incorrect number of addenda is acknowledged a "Non-Compliance" notice will be issued and Quotation disqualification is unfortunately automatic.**

**14. AVAILABLE FUNDING**

The Respondent acknowledges that the Owner shall have the right to reject any, or all, Quotations for any reason, or to accept any quote, which the Owner in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Bid shall not necessarily be accepted. All Awards are subject to the availability of funds.

**15. EVALUATION**

Product selection will be determined by, however, not limited to the following considerations:

- Compliance with the Quotation process
- Firm delivery schedule
- Specifications compliance
- Best value to the Corporation

**16. SCHEDULE OF ITEMS AND UNIT PRICES**

The Respondent also understand and accepts that the quantities shown in the Quotation Document are approximate estimates only and are subject to increase, decrease or deletion entirely if found not to be required.

**17. CHECKING OF QUOTATIONS**

Quotations opened are checked by Township staff to ensure that;

- i. The required security, as required, is properly executed and equal to the Quotation requirements.
- ii. All quotation submitted shall comply with the Quotations Documents. All Bid Irregularities shall be dealt in the manner described in the Quotation Document.

- iii. All arithmetic extension calculations are correct.
- iv. Where there is an obvious error in the extended price the unit price stipulated shall govern and shall be calculated accordingly with the estimate quantity. For greater certainty, any failure by a Respondent to insert a unit price where required shall be deemed to be a \$ "0" value.
- v. All items as specified have been Quoted on.
- vi. No claims or litigation proceedings have been instituted by the Respondent or in turn by the Owner to the Respondent.

In any of the above circumstances where there are obvious or patent errors such as misplaced decimals, the Owner shall consider the intent of the Respondent.

## **18. QUOTATION AWARD PROCEDURES**

Unless stated otherwise the following procedures will apply:

- The Corporation will notify the Successful Respondent that his/her Quotation has been accepted, within 10 (ten) days of the Quotation opening.
- Notice of acceptance of Quotation will be by telephone and by written notice.
- Immediately after acceptance of the Quotation by the Corporation, the Successful Respondent shall provide the Corporation with any required documents within 7 business days of the date of notification of award.
- Following receipt of the documents, the Contractor will receive written authority, in the form of an official Purchase Order.

## **19. FIRM UNIT PRICES**

All Unit prices are to include all costs including, fuel, mileage and labour cost.

## **20. PRICE COMPONENTS**

### **20.1 Taxes**

- i. The Owner is subject to payment of both Provincial and Federal (Harmonized Sales Tax.) taxes imposed by the Provincial and Federal Governments. Should there be any approved variation in any tax or duty imposed by the Province of Ontario or the Government of Canada which becomes directly applicable to the goods/services and construction to be purchased or provided during the term of this contract, the Contractor and the Owner mutually agree to allow the appropriate increase or decrease in the prices as of the date they become effective. The onus is on the Contractor to bring to the Owner's attention any such changes.
- ii. The Respondent shall allow in their prices for all Sales Taxes that they may be required to pay on materials and equipment to be utilized or expended in the construction of the Works. Exception being; where the Contractor is in the position to claim for Sales Tax Rebate on the material used. In the event of any dispute between the parties concerning taxes, the matter will be finally resolved by an independent audit firm acceptable to both parties.

- 20.2 It is the respondent's responsibility to obtain up-to-date directives Transportation and Delivery Charges.
- 20.3 Prices documented shall be net prices including transportation and delivery charges fully prepaid by the Contractor to any specified destination within the corporate limits of the Owner, unless a breakdown is requested on the Quotation Form.
- 20.4 Firm Prices
- Prices tendered are to be in Canadian Funds and are to remain firm for acceptance for a period of Sixty (60) days after closing date unless otherwise stated herein.

**21. PRICING (including Provisional Items)**

Respondents acknowledge and accept, by way of submitting a quotation, that the Owner's award of this contract shall be based on the "SUB TOTAL CONTRACT PRICE", as set out in Schedule I Items and Unit Prices, including any and all Provisional Prices. The Owner may, in its sole and absolute discretion, include or delete any or all Provisional Price(s) in the final contract price.

**22. PROVISIONAL ITEMS AND QUANTITIES**

Items listed in the Quotation Form as "Provisional Items", may or may not be required for completion of the Work called for under the Contract. The necessity and/or actual quantities of these items shall be determined by the Owner as the Work progresses. Should any of these items be required, the Contractor shall be compensated on the basis of the unit prices(s) quoted. In the event that any or all of these items are found not to be required, the Contractor may not claim extra payment for loss of anticipated profits.

**23. PURCHASE ORDER**

Goods/Service or Work, as described herein this Contract shall not commence until all of the required documents have been submitted and the agreement executed by the Supplier, to the Public Works Department. For Payment purposes a Purchase Order shall be generated and issued to the Supplier. The terms and conditions of this Contract supersede those of the Purchase Order issued.

**24. OMISSIONS, DISCREPANCIES AND INTERPRETATIONS**

Should a Respondent find omissions from or discrepancies in any of the Quotation Documents or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent should notify the designated person and office in writing only, without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable a written addendum only will be issued by the Public Works Department. The Addendum(s) shall form part of the Quotation Documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Quotation Documents.

In all cases of misunderstanding and disputes, verbal arrangements shall not be considered. The Contractor shall produce written authority in support of its contentions and shall advance no claim in the absence of such the written authority of the Owner, or use, or attempt to use any conversation with any parties against the Owner or in prosecuting any claim against the Owner.

**25. PRIVILEGE CLAUSE**

It is the intention of the Corporation to award this Quotation as seen in the best interest of the Township of Essa. The lowest, or any, Quotation may not necessarily be accepted as per **The Township of Essa Procurement and Acquisition Policy #: A05-01**.

**The Township reserves the right to award each part separately, if so desired.**

**26. ACCEPTANCE OR REJECTION OF QUOTATIONS**

The Corporation reserves the right to reject any or all Quotations and to waive formalities as the interests of the Corporation may require without stating reasons therefore. The lowest or any Quotation will not necessarily be accepted.

The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Corporation of any Quotation or by reason of any delay in the acceptance of a Quotation except as provided in the request for Quotation.

**27. RESPONDENT'S STATEMENT OF UNDERSTANDING**

It is understood that the Respondents have carefully examined all of the Quotation Documents and have carefully examined the Work to be performed under the Contract if awarded. The Respondent also understands and accepts the said Quotation Documents, and for the prices set forth in the Quotation, hereby offers to furnish all labour, machinery, tools, apparatus and other means of implementation, and any other materials to complete the Work in strict accordance with the Quotation Documents.

**28. REGULATION COMPLIANCE AND LEGISLATION**

The Successful Respondent shall ensure all services and products provided in respect to this Quotation are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation, including but not limited to:

- The Municipal Act, and its regulations
- The Environmental Protection Act, and its regulations
- The Highway Traffic Act for the Province of Ontario
- All others associated with the Automobile Industry

**29. REJECTED COMMODITIES**

Upon rejection of commodity(s) the same shall be removed by the Supplier from the premises of the Owner within five (5) days after notification unless public health and safety require immediate destruction or other disposal or such rejected commodities in which case the Owner may take such actions, as it deems necessary. Rejected items left longer than five (5) days shall be considered as abandoned and the Owner shall have the right to dispose of them as its own property.

**30. DELIVERY**

All material/services/equipment shall be delivered to specified job sites and shall only be received by designated Township of Essa staff.



**31. DELIVERY CHARGES**

The successful Bidder shall deliver all goods: delivery and all other charges pre-paid, F.O.B. Destination.

**32. CANCELLATIONS**

- The Corporation reserves the right to immediately terminate the Contract with the successful Contractor without cause, at its own discretion, including but not limited to such items as non-compliance, non-performance, late deliveries, inferior quality, pricing issues, etc
- If the Contractor should neglect to execute the work properly or fail to perform any provision of this Award, the Corporation, after three (3) days written notice to the Contractor, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Contractor. Continued failure of the Contractor to execute the work properly shall result in a termination of Contract. The Corporation shall provide written notice of termination.
- The Corporation may elect to terminate the Contract if the original terms and conditions are significantly changed, giving thirty (30) days written notice to the Contractor.
- Either party may terminate the Contract by giving the other party sixty (60) days written notice, giving reasons acceptable to the other. A period of less than sixty (60) days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.

**33. FREEDOM OF INFORMATION**

All Quotations submitted to the Owner become the property of the Owner and as such, are subject to the "Municipal Freedom of Information and Protection of Privacy Act."

**34. EMERGENCY TELEPHONE NUMBER**

Prior to commencing, the Work, the Supplier shall provide the Owner with the name(s) and telephone number(s) of his/her representative(s) who can be contacted on a 24-hour basis in case of an emergency during the term of the Contract.

**35. BRIBERY/FRAUD**

Should any prospective suppliers or any of their agents give or offer any gratuity or to attempt to bribe any employee of The Township of Essa, or to commit fraud, the Owner shall be at liberty to cancel the prospective Supplier's submission or Contract and to rely upon the Contract Surety submitted for compensation if applicable.

**36. EXAMINATION OF THE PLACE OF THE WORK**

Notwithstanding any drawings or specifications provided in the Quotation Documents, Respondents are required to satisfy themselves by personal visitation and examination of each site for the Work the existing conditions which may be encountered on or adjacent to the site, including without limitation, all underground/overhead utilities locations, surface & sub-surface conditions, existing structures on or adjacent to the sites, access routes and other conditions which may affect performance of the Work.

By submitting a Quotation, the Respondent acknowledges and agrees that it has satisfied itself as to all the provisions of the Quotation Documents and of all the conditions which may be encountered at the site or any other matter which may affect performance of the Work and no claims may be made by the selected Quotation, as Contractor, based on the assertion by the

Respondent that it was uninformed as to any of the conditions affecting the site or the provisions or conditions intended to be covered by the Contract.

Respondents shall accept sole responsibility for any error or neglect on their part in respect to the foregoing. No claims shall be accepted by the Owner for any labour, equipment or material that may be required for the proper execution and completion of the Work, due to any failure to comply with the above.

The Respondent is not entitled to claim at any time after the submission of its Respondents that there was any misunderstanding of the terms and conditions of the Contract relating to site conditions. The Owner is not responsible for any misunderstandings on the part of the Respondent.

### **37. LITIGATION**

The Owner shall not accept, award or extend any Contract to any Respondent or any other party (including any related or affiliated entities and any principal thereof) who is in unresolved litigation with the Corporation, subject to the following exceptions;

- a) Where there is only one Respondent and the Chief Administrative Officer has approved the award.
- b) In the case of an emergency purchase as outlined in the Owner's procurement policy.
- c) Where there is a legal obligation on the part of the Owner to enter into the Contract.
- d) Where the proposed Contract is pursuant to an inter-municipal or cooperative agreement and where another public agency will be party to the Contract and has approved the award.

Furthermore, the Owner shall have the right to reject Quotations which may have already been submitted, notwithstanding efforts by the Owner to screen the acceptance of Quotations from parties engaged in unresolved litigation with the Owner.

### **38. TOWNSHIP NOT EMPLOYER**

The respondent agrees that the Corporation of the Township of Essa is not to be understood as the employer to any successful contractor nor to such contractor's personnel or staff for any work, services, or supply of any services, products or materials that may be awarded as a result of this tender document. Also, in accordance the Occupational Health and Safety Act, the successful vendor herewith agrees to be the "constructor" as defined under this act.

### **39. WORKING LANGUAGE**

The working language of The Township of Essa is English and all responses to this Request for Quotation must be in English.

### **40. ERRORS AND OMISSIONS**

No oral interpretation shall be effective to modify any provisions of these Quotation Documents. Any modification or clarification shall be by written Addendum only issued by the Manager of Public Works. The Addendum(s) shall form part of the Quotation Documents.

### **41. SET OFF CLAUSE**

The respondent hereby agrees that any monies owing to the Owner may at any time be set-off against but not limited to, any property taxes (or any penalties and/or interest thereon) owing at the time such monies become due and payable to the Contractor.

**42. PURCHASING PREFERENCE POLICY**

The Owner shall award Quotations for goods and services by giving preference to the supplier located in the Township of Essa, when in all other respects, Quotations are equal and there is therefore no additional cost to Township Tax payers to support local business.

**43. ACCESSIBILITY**

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service Sect. 6, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained on the following:

1. How to interact and communicate with persons with various types of disability
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person
3. How to use assistive device equipment that is available on Township of Essa, premises that may help in the provision of accessible goods or services
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities.

Contracted employees, third party employees, agents and others that provide services to the public on behalf of the Township of Essa must meet the requirements of Ontario Regulation 429/07 with regard to training under the Accessibility for Ontarians with Disabilities Act (AODA).

A document describing your training policy or procedure, a sample copy of training and details of training dates and attendees **may be** required to be submitted to the Township of Essa, prior to the commencement of any work.

**44. ALTERATIONS AND AMENDMENTS**

The Owner shall have the right at any time to order changes in the Work in accordance with the Conditions of Contract. Any such change shall be made pursuant to a Contract Change Order Form executed by Contractor and Owner prior to Contractor undertaking Work pursuant to this Change Order.

Except as stated in the Contract Change Order, the Work shall remain unaltered and the rights and obligations of the Parties shall remain unaltered and in full force and effect. Each Contract Change Order shall set out the change in Work, and the cost of such change, including costs to the Contractor on the remaining Work shall not impact on schedule. Each Contract Change Order, unless otherwise specified, shall be deemed to incorporate the terms and conditions of the Contract and shall be deemed to be part thereof.

The Owner and Contractor shall have the right to change, amend or modify the form or content of a Contract document in regard to matters, which do not affect the nature of Work, by Contract amendment, which shall be executed by the Owner and Contractor. Contract documents, except to the extent stated in the Contract amendment, shall remain unaltered and in full force and effect.

**45. CONTRACT CHANGE ORDERS**

It is the responsibility of contract to bring to the attention of the owner any modifications to the scope of work/delivery or schedule during the project that may impact price, delivery or schedule. All such modifications must be presented to the owner on the owner documents (see attached) and should be considered as fair and reasonable. They must be mutually agreed upon in full and final settlement of all claims arising out of this modification, including all claims for delays and disruptions resulting from, caused by, or incident to such modifications or change orders.”

**46. COMPLETION**

Time shall be of the essence for the receipt of these goods/services.

**47. DAMAGE OF VEHICLES AND OTHER EQUIPMENT**

If at any time, in the opinion of the Township of Essa damage is being done or likely to be done to any highway or in any improvement thereon, other than such portions as are part of the work, by the Contractor’s vehicles or other equipment, whether licensed or unlicensed, the Contractor will, on the direction of the Township of Essa and at the Contractor’s own expense, make changes in or substitutions for such vehicles or other equipment, or will alter loadings or will in some other manner remove the cause of such damage to the satisfaction of the Township of Essa.

**48. LOADING OF MOTOR VEHICLES**

Where a vehicle is hauling material for use in the contract, in whole or in part, upon a public highway and where motor vehicle registration is required for such vehicle, the respondent will not cause or permit such vehicle to be loaded beyond the legal limit as specified in the Highway Traffic Act, whether such vehicle is registered in the name of the respondent or otherwise.

**49. DAMAGE CLAIMS**

The Supplier shall be responsible for all damages caused by it, its employees, agents, any workers or persons employed by it, or under its control, or arising from the execution of the Work, or by reason of the existence, location, or condition of Work, or of any materials, plant or machinery used thereon or therein, or goods supplied in execution of the Contract, or which may happen by reason of their failure or the failure of those for whom they are responsible, to do or perform any or all of the several acts or things required to be done by them under the Contract, and agrees to hold the Owner safe and harmless from any such claims by third parties, including any legal costs incurred by the Owner in connection therewith on a solicitor and client basis.

**50. INDEMNIFICATION**

The Contractor shall indemnify and save harmless the Owner against and from all actions, causes of action, interest, claims, demands, costs, damages, expenses or loss that the Owner may bear, suffer, incur, become liable for or be put to by reason any damage to property or injury or death to persons by reason of, arising out of or in consequence of breach, violation or non-performance by the Contractor of any provision of the Agreement, or by reason of or arising out of the use of the premises or in connection with the work covered by this Contract, or by reason of, or arising out of any act, neglect or default by the Contractor or of any of its agents or employees or any other person or persons, in, on, or about the premises.

**51. OCCUPATIONAL HEALTH AND SAFETY ACT**

The Contractor shall be responsible for construction health and safety within the working areas and for compliance with the Occupational Health and Safety Act (OHSA) and Regulations. So as to avoid any misunderstanding as to the extent of the Contractor's responsibility, the Contractor, by executing the Contract unequivocally acknowledges that the Contractor is the Constructor as defined in Section 1 of the OHSA and agrees to carry out the duties of the Constructor as outlined in Section 23 of the OHSA.

The Contractor shall file a Notice of Project, as required by the OHSA, with the Ministry of Labour and shall post the Notice of Project at the workplace.

**52. LAWS AND REGULATIONS**

The Contractor shall comply with all applicable statutes, laws, by-laws, regulations, ordinances and orders whether Federal, Provincial, Municipal or otherwise, at any time in effect during the currency of this Contract, and all rules and requirements of the Police and Fire departments, or other governmental authorities, and all C.S.A. approvals, if required. The Contractor shall obtain and pay for all necessary permits and licenses, and shall not do or suffer to be done anything in violation of any such laws, ordinances, rules or requirements. If the attention of the Contractor is called to any such violation on his/her part, or of any person employed or engaged by the Contractor, he/she shall immediately desist from and/or correct such violation.

**53. ENVIRONMENTAL CONSIDERATIONS**

The Contractor shall comply with all environmental legislation and restrictions in force until completion of the Work. If the restrictions change after the Award of the Quotation any resulting increase in cost shall be borne by the Owner.

**54. NON-WAIVER**

No condoning, excusing or overlooking by the Owner of any default, breach or non-observance by the Contractor at any time or times in respect of any provision herein contained shall operate as a waiver of the Owner's right hereunder in respect of any continuing or subsequent default, breach or non-observance or so as to defeat or affect in any way the rights of the Owner herein in respect of any such continuing or subsequent default or breach, and no waiver shall be inferred from or implied by anything done or omitted by the Owner save only an express waiver in writing. Any Work completed by the Contractor required by this agreement to be done by the Contractor shall not relieve the Contractor of his/her obligations to do that Work.

**55. NON-ASSIGNMENT**

Neither this Contract nor any Work to be performed under this Contract or any part hereof may be assigned by the Contractor without the prior written consent of the Owner. Such written consent however shall not under any circumstances relieve the Contractor of his/her liabilities and obligations under this Contract and shall be within the sole and unfettered discretion of the Owner.

**56. MEETINGS**

The Contractor's representative(s) attending meetings shall be thoroughly versed and knowledgeable with respect to the proposed topics of discussion and shall have the authority to make the necessary decisions and commitments with respect to matters agreed upon at the meetings.

**57. W.H.M.I.S. REQUIREMENTS (IF APPLICABLE)**

The successful Respondent must supply a supplier label and appropriate Material Safety Data Sheet under the W.H.M.I.S. legislation and Hazardous Protection Act for all controlled products to be supplied per this Quotation document. Any controlled goods supplied without appropriate data sheet and proper labelling will not be accepted and will be returned at the sole cost of the successful Respondent.

**58. TOWNSHIP OF ESSA PROCUREMENT POLICY # A05-01**

It is the responsibility of all Respondents to become familiar with and comply with The Township of Essa Purchasing policy. The Township's Purchasing Policy is available upon request.

**59. TOWNSHIP OF ESSA PAYMENT TERMS**

The Township of Essa payment terms are 30 days from receipt of Invoice.

**60. PAYMENT**

Payment at the Contract Price shall be compensation in full for the supply of all labour, equipment and material necessary to complete the work to the satisfaction of the Township of Essa.

**61. THE INVOICE SHALL SHOW**

The Term Contract Purchase Order Number.

Delivery of Invoice shall be to the attention of the:

**The Corporation of the Township of Essa,  
Public Works Department  
5786 County Road 21  
Utopia, ON  
L0M 1T0**

**62. EVALUATION OF PERFORMANCE**

Upon completion of the Contract, the Owner may complete an evaluation of the Contractors' performance. A copy of this evaluation may be given to the Contractor. The evaluation shall be placed on file. This information may be made available to persons requesting Owner references for the Contract and also may be reviewed and may form part of the criteria when awarding future Quotations by the Owner. The Contractor hereby authorizes the maintenance and release of this information.

**63. CONFLICT OF INTEREST**

Each Respondent, in their Quote submission, shall declare on a separate sheet of paper, all conflicts of interest or any situation that may be reasonably perceived as a conflict of interest that exists now or may exist in the future. Failure to comply with this requirement may render the Quote non-compliant and shall cause the Quote to be rejected. The Owner reserves the right to disqualify from further consideration Quotes which in the Owner's opinion demonstrate a conflict of interest. Any actual or potential situation that may be interpreted as either a conflict of interest or a potential conflict of interest arising during the Term of Contract must be reported immediately to the Owner's project manager. Any failure to advise the Owner may result in termination of the Contract by the Owner.

**64. CONFIDENTIALITY**

Respondents shall not at any time before, during or after completion of the project, divulge any confidential information communicated to or acquired by the Respondent or disclosed by the Owner in the course of the Tender Call and while carrying out the project.

The selected Respondent further acknowledges that all reports, data, documents, materials and information of any kind whatsoever prepared in the course of carrying out this project are the sole and exclusive property of the Owner and shall not be disclosed or released to any person or organization without the prior written consent of the Owner. Any breach of this requirement for confidentiality may result in the Contract being terminated and may also result in damages being assessed and applied against any amounts owing to the selected Respondent under the Contract.

**65. PIGGYBACK OPTION**

The Owner reserves the right to negotiate with the Successful Vendor to allow additional Public Buyer's Co-operative member agencies to piggyback on the Contract.

**66. CONTRACTORS OPERATIONS**

Operators shall be competent and familiar with the work that they are to perform. They shall be familiar with their assigned routes so not to delay the process. Contractors Employees shall possess all applicable licenses and have a good driving record. They shall be qualified in the effective and safe operation of their equipment. Contractors Employees shall conduct themselves in a very professional manner at all times and shall avoid conflict with all those they come in contact with.

**67. INSURANCE**

The awarded Contractor shall at its own expense obtain and maintain Insurance until the termination of the contract, with insurers acceptable to the Owner, the following insurance, and provide evidence thereof:

**Comprehensive General Liability Insurance** on an occurrence basis for an amount of not less than **Two Million Dollars (\$2,000,000.00)** and shall include the Owner, The Corporation of the Township of Essa, The Corporation of the County of Simcoe and it's consultants, as an Additional Insured with respect to the Contractor's operations, acts and omissions relating to its obligations under this Agreement, such policy to include, but not be limited to, non-owned automobile liability; personal injury; broad form property damage; blanket contractual liability; owners and contractors protective liability; products and completed operations liability; contingent employers' liability; and, cross liability and severability of interest clauses.

**Automobile Liability Insurance** for an amount not less than **Two Million Dollars (\$2,000,000.00)** on forms meeting statutory requirements covering all licensed vehicles used in any manner in connection with the performance of the terms of this Agreement.

The Contractor shall be entirely responsible for the cost of any deductible that is maintained in any insurance policy.

The policies shown above shall be endorsed to provide the Owner with not less than 30 Days' written notice of cancellation, change or amendment restricting coverage.

The Contractor shall not commence work under this contract until such time as evidence of insurance has been filed with and approved by the Owner. The Contractor shall provide

evidence of the continuance of this insurance at each policy renewal date for the duration of the contract.

The Owner reserves the right to request such higher limits of insurance or other types of policies appropriate to work as the Owner may reasonably require.

**68. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)**

The Respondent shall be required to supply a Certificate from the Workplace Safety and Insurance Board prior to the start of the contract and there after upon request during the life of the Contract indicating that all of the assessments the Respondent or any Subcontractor is liable to pay under the Worker's Safety Insurance Board Act or successor legislation have been paid and they are in good standing with the Board.

If the successful respondent is deemed or recognized to be an Independent Operator by the Workplace Safety & Insurance Board, they must provide of a copy of such letter to the Township containing the Independent Operator identification number issued by the Board. An Independent Operator must be covered by optional Employer's Liability insurance (provided by either WSIB or Bidders Insurance provider) and must provide proof of this coverage prior to commencement of the work.

**69. INCIDENTS**

Incidents involving residents shall be reported to the Public Works Department, immediately.

Vehicle collisions, personal injuries and any damages to public or private property shall be reported to the Manager of Public Works and/or Road Supervisor immediately without exception. The Contractor shall be responsible for all damages caused by it of its employees.

The Contractor's Supervisor shall be responsible to report to the Manager of Public Works and /or Road Supervisor any spills that may occur, liquid and/or solid. If the spill involves hazardous materials (i.e. motor oil, hydraulic oil) the Contractor's Supervisor shall apply a known absorbing material to the spill immediately and notify the Township so that appropriate action may be taken.

**70. FORCE MAJEURE**

If the successful Respondent is delayed in completion of the work by labour disputes, strikes, lock-outs, fire, or by any cause of any kind whatsoever beyond the successful Respondent control, then the time of delivery shall be extended for a period of time equal to the time lost due to such delays, at no cost penalty to the Corporation.



## 1. SCOPE OF WORK

The Corporation of the Township of Essa (Township) is calling for complete quotations from qualified Proponents for the pavement marking of intersection stop blocks and ladder crosswalks and Rail crossings at various locations within the Township of Essa. The Contractor shall perform all the general work covered by the scope of project.

By signing the attached quotation, the Contractor certifies that he/she is familiar with the work and has expressed any concern or question regarding the ability to perform the required work prior to submitting the quotation.

A purchase order will be issued to the selected proponent which must be referenced on all invoices.

- **Fourteen (14) - SLOW** markings for rural roads (**Fig.2**)
- **Hundred Seventy-Three (175)** Intersection stop blocks, with a 10-metre road centerline single line barrier yellow marking is required on the centre line at all approaches, with glass beads, as per the requirements under the Ontario Traffic Manual.
- **Seven (7)** Ladder Crosswalk Pavement Markings.
- **Twelve (12)** Crosswalk Pavement Markings
- **One (1) (180m in length)** White Edge Line Pavement Marking.
- **Nine (9)** Rail Crossings Pavement Marking.
- **Four (4)** Directional Arrows.
- **One Hundred Ninety-One (191)** Parking Stalls.
- **Nine (9)** Handicap Parking Stalls.
- **Four (4)** Electric Vehicle Stalls.
- **Six (6)** Sets of Parking Lot Hatching.

***All Pavement Marking must comply with OTM Book 11 & 15 and MUTCD where applicable.***

## 2. LOCATION OF WORK

Thornton, Angus, and various Rural Intersections and Rail Crossings within Essa Township

– **See Part V for locations.**

Essa Township reserve the right to add/subtract or change locations as needed with respect to the available budget.

## 3. GENERAL WORK

Wherever the words Contract Administrator appear, it shall also mean “and/or the Township of Essa”.

These Special Provisions are based on the Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) in effect at the Official Closing Time. OPSS and OPSD apply to all facets of the Work; however, should a conflict arise Special Provisions shall take precedence. The following Special Provisions apply to either the project as a whole (general work) or specifically to the individual items of work listed in the Schedule of Unit Prices.

The purpose of these Special Provisions is to clarify the work that shall be performed, or to infer beyond reasonable doubt, that work which is required under an item in the Form of Tender, for the contract price.

The work under this contract shall include all work within the limits shown on the contract drawings. In addition, the work may include work on private property where required to grade, pave, or reinstate the property. Where work extends to private property the Contractor shall obtain permission to enter such properties.

The quantities shown in the Schedule of Unit prices are the Contract Administrator's best estimate; the Contractor must satisfy himself by their own review of the site and take-off of the drawings that the estimated quantities are reasonable.

The prices bid for all work included in the Tender Form, unless otherwise directed in the following specifications, shall be compensation in full for the complete supply of all labour, equipment and materials necessary to construct the work as specified in, shown on, or is reasonably inferred from, the contract drawings and contract specifications.

Should access to local residences, businesses or properties or any utility or service to the properties be affected by the work, the notification of emergency agencies, utilities and/or affected homeowners shall be the responsibility of the Contractor.

All cleanup of mud tracking on existing roads shall be deemed to be included in the Total Tender Price.

The Contractor shall be responsible for any theft or damage to the works until the date of Substantial Performance.

#### 4. SCHEDULE OF WORK

**The Contractor must start the painting operations no later than Monday, May 12<sup>th</sup>, 2025, and work continuously thereafter, without undue delay until the contract has been completed, unless otherwise approved and directed by the Manager of Public Works or Roads Supervisor. **Painting operations must be completed no later than Friday July. 25<sup>th</sup>, 2025.** Work will only be permitted from Monday to Saturday each week, from 9:00 p.m. to 5:00 a.m. daily, unless otherwise approved by the Manager of Public Works or Roads Supervisor. Depending on weather conditions, the start-up date may be moved ahead or extended if required by the Manager of Public Works or Roads Supervisor. The Township is to be informed 48 hours prior to any work taking place.**

#### 5. DRAWINGS

**PLEASE SEE ATTACHED MAPS IN APPENDIX 'B' FOR REFERENCE.**

#### 6. MATERIALS SUPPLIED BY THE CONTRACTOR

The Contractor shall base this submission on the materials specified in the MTO approved material list for pavement markings as to quality and price. The Contractor shall provide the Township with all material information upon request within 24 hours. The Contractor may, however, after acceptance of his tender, request permission to substitute alternative material where "other approved" is allowed in the specification. Should the Contract Administrator not approve such alternative material, the Contractor shall have no claim whatsoever against the Township.

## 7. TRAFFIC CONTROL

### General

The Contractor must cause as little interference as possible to traffic.

All methods of traffic control shall be in accordance with the Ontario Traffic Manual Book 7, Ministry of Transportation Ontario and must meet with the approval of the Contract Administrator.

The Contractor shall provide an adequate number of flagmen to direct traffic at all times during construction to the satisfaction of the Contract Administrator.

### Traffic Control & Signs

The Contractor shall provide for vehicle movement from all driveways and parking lots, which presently have access along the line of construction and shall maintain continuous access to adjacent buildings.

The Contractor shall supply, place and maintain all barricades, warning signs, delineators and flashing lights necessary for the protection of public and the work, including warning signs of construction operations maintained at all ends of the Contract, for the duration of the Contract, in accordance with the Ontario Traffic Manual Book 7, Ministry of Transportation of Ontario.

The Contractor shall supply signs with:

- High Intensity Grade Reflective Sheeting
- Warning Signs: All Warning Signs
- Temporary Condition Signs, as required
- Engineering Grade Reflective Sheeting
- All remaining signs

All signs, flashers, barricades and delineators shall be cleaned and maintained throughout the duration of the Contract at the Contractor's expense.

The Contractor shall have a competent person on duty at all times for emergency calls after construction hours and during weekends. It shall be the Contractor's responsibility to supply the Contract Administrator with the name and telephone number of the person to be contacted during these periods.

The Contractor shall in any event and in particular, when directed by the Contract Administrator, supply an adequate number of traffic control persons to direct traffic during construction, in accordance with the Ontario Traffic Manual Book 7 and procedure outlined in the pamphlet "Guidelines for Training Traffic Control Persons" issued by the Construction Safety Association of Ontario and as per O. Reg. 213/91, S.69.

## 8. MEASUREMENT AND PAYMENT

Unless otherwise noted in the Schedule of Unit Prices, no measurement of quantities will be made for the General Work. No direct payment will be made for any of this General Work. The Contractor shall allow in the unit prices bid for all labour, materials and equipment necessary for the General Work described herein or specified elsewhere in the Contract.

## 9. COMPLETION OF THE WORKS

As soon as, in the opinion of the Township, the work has been substantially performed and has satisfactorily passed any final tests required under the terms of the Contract, and the Contractor has given a written undertaking to complete any outstanding work expeditiously the Township will consider the works complete.

**10. PAYMENT**

Within Thirty (30) days after the issuance of the date of Satisfactory Completion, the Manager will authorize the Owner to issue payment in accordance with the value of work agreed to.

Before payment and at any time as required by the Township, the Contractor is required to produce satisfactory to the Township to the effect that there are no liens, garnishes, attachments of charges or monies due to the said Work or Contract.

**11. PROGRESS OF WORK AND LIQUIDATED DAMAGES**

It is agreed by the parties to the Contract that in case all the work called for under the Contract is not finished or completed by the completion date stipulated on the quotation, damage will be sustained by the Owner and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the Owner will sustain in the event of and by reason of such delay and the parties hereto agree that the Contractor will pay to the Owner the sum of \$50.00 for liquidated damages for each and every calendar days delay in finishing the work in excess of the date of completion prescribed and it is agreed that this amount is an estimate of the actual damage to the Owner, which will accrue during the period in excess of the completion date stipulated.

The Owner may deduct any amount due under this paragraph from any monies that may be due or payable to the Contractor on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Owner.

**12. SUBCONTRACTORS**

- 12.1 Respondents shall submit a list of their Subcontractors containing the names of all of the Subcontractors which the Respondent shall use to perform work under the Contract and the division or section of Contract work to be completed by each Subcontractor, using Schedule II in the Quotation Form.
- 12.2 Respondents shall ensure that all Subcontractors selected and named have experience in the Subcontract work described, have submitted their Subcontract prices in strict accordance with the Quotation Documents, and that they shall execute their work with competence and within the required time frame.
- 12.3 Respondents shall ensure that all Subcontractors submitting Quotes shall be actively engaged in work of the type described and shall be able to show proof upon request by the Owner of previous work of similar nature performed by them.
- 12.4 Respondents shall not show "Own Forces" in their list of Subcontractors, except where the Respondent's intent is to employ the Respondent's own qualified on-staff personnel to perform such work.
- 12.5 Respondents shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.
- 12.6 Respondents shall list in their list of Subcontractors, all of the Subcontractors who shall perform work under the Contract.

- 12.7 No names, either of Subcontractors or "Own Forces" may be changed after submission of the list of the Subcontractors unless prior written approval is received from the Owner. Such approval shall only be considered after receipt by the Owner of a written request for the change by the Respondent with a full explanation of the reasons for the requested change and a letter from the previously named Subcontractor agreeing to withdraw its Quotation with no consequences to the Owner.
- 12.8 The Owner reserves the right to reject a Subcontractor for reasonable cause. Upon such rejection, the Respondents shall be required to propose an alternate Subcontractor without resulting change to the Quote.

### **13. NON-RESIDENT SUBCONTRACTOR**

The Contractor shall ensure that all Subcontractors whom it proposes to use for carrying out any of the Work and who are non-resident in Ontario or Canada have:

- a) registered with and have complied with the requirements of the Retail Sales Tax Branch before they commence any such Work; and
- b) obtained all necessary approvals, consents, permits, licences, certificates, registrations and other authorizations prior to execution of the subcontract.

### **14. HARMONIZED SALES TAX (HST)**

HST is applicable to the items listed herein and is to be included as provided for on the Schedule of Items & Prices.

### **15. RESPONDENTS RESPONSIBILITIES**

The work covered by this contract will consist

- No person, firm or corporation, other than the Respondent, has any interest in this quotation or in the proposed works for which this quotation is made.
- This quotation is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a quotation for the same work and is in all respect fair and without collusion or fraud.
- No member of the Council and no officer or employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in or in any portion of the profits thereof, or in any of the monies to be derived there from.
- All prices quoted in Canadian currency.
- It is the responsibility of the successful respondent to maintain a suitable stock and equipment and replacement parts.

# QUOTATION FORM

THE CORPORATION OF THE TOWNSHIP OF ESSA

QUOTATION #: EPW-25-004

Line Painting, Stop Block and School Crossing Painting

DOCUMENTS TO BE ENCLOSED WITH THIS QUOTATION FORM

- Quotation Form Signed & Sealed
- Schedule I - Items & Prices
- Schedule II - List of Subcontractors
- Schedule III - List of References
- Schedule IV - List of Experience in Similar Projects & Equipment

**UPON AWARD**

- Original Signed Agreement (upon award)
- Insurance Certificate (upon award)
- WSIB Certificate (upon award)
- Material Data Safety Sheets (upon award)
- Other information to be included

**RESPONDENT INFORMATION FORM**

RESPONDENTS must complete this form and include with the Quotation Submission  
Please ensure all information is legible.

1.	COMPANY NAME:	
2.	Respondent's Main Contact Individual	
3.	Office Phone #	
4.	Address (inc Postal Code)	
5.	Toll Free #	
6.	Cellular #	
7.	Pager #	
8.	Fax #	
9.	e-mail address	
10.	Website	
11.	GST Account #	
12.	Manufacturer ISO Certified?	YES # _____ NO

**ACKNOWLEDGEMENT TO RECEIPT OF ADDENDA**

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

<u>ADDENDUM #</u>	<u>DATE RECEIVED</u>
# _____	_____
# _____	_____
# _____	_____

Check here if NO Addenda received.

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

RESPONDENT    SIGNATURE    DATE

To The Corporation of the Township of Essa, Hereafter called the "Owner":

I/WE \_\_\_\_\_ the undersigned declare:

1. THAT I/WE understands and accept the said provisions, specifications and conditions and for the prices set forth in this Quotation, hereby offers to furnish all tools, machinery, apparatus and other means of construction, furnish all materials, except as otherwise stated in the contract and to complete the work in strict accordance with the provisions, specifications and conditions referred to in the Schedule of Provisions.
2. THAT I/WE have carefully examined the provisions, specifications and conditions described herein, and has carefully examined the sites and locations of the work to be done under this contract. The contractor understands that the quantities shown in this Quotation are approximate and are subject to increase or decrease.
3. THAT I/WE understand that the Quotation quantities are estimates only and may be increased or decreased by the municipality without alteration of the contract price.
4. THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Quotation or in the Contract proposed to be taken.
5. THAT this Quotation is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Quotation for the same Work and is in all respects fair and without collusion or fraud.
6. I/WE represent that no member of Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said contract, or in the supplies, Work or business in connection with the said contract, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
7. THAT the several matters stated in the said Quotation are in all respects true accurate and complete.
8. THAT I/WE do hereby Quote and offer to enter into a Contract to do all the Work and to provide all of the labour and to furnish, deliver, place and erect all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of Quotation, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Quotation herein.
9. THAT additions or alterations to or deductions from the said contract, if any, shall be made in accordance with the prices stated in Provisional Items of the Schedule of Unit prices in strict conformity with the requirements of the Contract and all unused monies in Provisional Items shall be deducted from the final cost of the Work and any quantities exceeding those shown shall be added.
10. THAT this Quotation is irrevocable and open to acceptance until the formal Contract is executed by the Awarded Respondent for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Quotation whether any other Quotation has been previously accepted or not.



- 11. THAT the Awarding of the Contract by the Owner is based on this submission, which shall be an acceptance of this Quotation.
- 12. THAT if the Quotation is accepted, I/WE agree to furnish all documentation, security and certifications as required by the Contract document and to execute the agreement in triplicate within Seven (7) Working Days after notification of Award. If I/WE fail to do so, the Owner may retain the money deposited by us, to the use of the Owner and to accept the next lowest or any Quotation or to advertise for new Quotations, or to carry out completion of the Works in any other way they deem best and I/WE also agree to pay to the Owner the difference between this Quotation and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new Quotations, and shall indemnify and save harmless the Owner and their officers from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.
- 13. THAT I/WE agree to save the Owner, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Respondent is not the patentee, assignee, or licensee.
- 14. THAT I/WE propose to engage the sub-contractors and obtain materials and equipment from the Respondents and manufacturers listed in the schedules on the following pages headed "Schedule of Sub-contractors" and "Schedule of Respondents and Manufacturers" (unless all sub-contractors, Respondents and manufacturers are legibly and properly named, the Quotation may be declared informal).
- 15. I/WE agree to adhere to all Occupational Health and Safety standards and requirements as set out within the Occupational Health and Safety and the Safety Standards Sections of the Quotation document.
- 16. I/WE acknowledge that we shall perform all Work in accordance with the Occupational Health and Safety Act and all its associated regulations. We have a written Occupational Health and Safety policy which is reviewed, maintained and implemented in accordance with the Occupational Health and Safety Act and all its associated regulations.
- 17. This is the itemized Quote Sheet attached to and forming part of this quote. A certified deposit cheque, payable to the Corporation of the Township of Essa, in the amount of \$N/A is enclosed.

18. **THE TOTAL QUOTATION PRICE (EXCLUDING TAXES):** \_\_\_\_\_

\_\_\_\_\_ **DOLLARS (\$ \_\_\_\_\_ )**  
 Insert Price in word, words take precedence over numeric in lawful money of Canada.

- 19. The Respondent hereby accepts and agrees that the Addendum/Addenda referred to in Item 7 form part and parcel of the said contract. All Addendum/Addenda should be issued to the Contractor before forty eight (48) hours of Closing Time. It is the responsibility of the Contractor to have received all Addendum/Addenda that have been issued by the Township of Essa.
- 20. By signing the attached quotation, the Contractor certifies that s/he is familiar with the work and has expressed any concern or question regarding the ability to perform the required work prior to submitting the quotation.

The undersigned affirms that he/she is duly authorized to execute this Quotation.

RESPONDENT'S SIGNATURE AND SEAL: \_\_\_\_\_  
(I have authority to bind the company)

POSITION: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
(If not under seal)

POSITION: \_\_\_\_\_

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE \_\_\_\_\_  
(City/Town)

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

## SCHEDULE I

**STOP BLOCK/SCHOOL CROSSING/EDGE LINE/RAIL CROSSINGS****SCHEDULE ITEMS AND UNIT PRICES**

The Respondent hereby quotes and offers to enter into the Contract referred to and to Supply and do all or any part of the Work which is set out or called for in this Quotation, at the unit prices, and/or lump sums, hereinafter stated. The Total Quotation amount shall include all costs incurred, excluding applicable taxes.

ITEM	DESCRIPTION	Estimated Quantities	Unit	Unit Price	Total Bid
1	Slow Markings for Rural Roads (Fig.2)	14	Ea.	\$	\$
2	Intersection Stop Blocks, with 10m yellow centerline Pavement Marking	174	Ea.	\$	\$
3	Ladder Crosswalk Pavement Marking	7	Ea.	\$	\$
4	Crosswalk Pavement Marking	11	Ea.	\$	\$
5	Road Edge White Pavement Marking on Roth Street	180	L.M.	\$	\$
6	Rail Crossings Pavement Marking	9	Ea.	\$	\$
7	Directional Arrows	4	Ea.	\$	\$
8	Parking Stalls	191	Ea.	\$	\$
9	Handicap Parking Stalls	9	Ea.	\$	\$
10	EV Parking Stalls	4	Ea.	\$	\$
11	Parking Lot Hatching	6	Ea.	\$	\$
	SUB-TOTAL			\$	
	HST 13%			\$	
	TOTAL PRICE			\$	

**UNIT ABBREVIATIONS:**

Ea. each  
L.M. linear metre

***This project includes provisional price items that may be increased /reduced and/or removed from the Contract scope at Essa Township's discretion, following bid closing.***

***The Township reserves the right to cancel any or all items or quotes***

\*All reference to "Specifications" in this Tender document will be understood to mean Government of Ontario – OTM Book 11 & 15 except for the Rail Crossings to follow the attached MUTCD standards.

**The Respondent agrees to substantially complete the work by July. 25, 2025**

**INITIAL** \_\_\_\_\_

I/we certify that we are in **full compliance** with the Workplace Safety Insurance Board and have trained our staff and have received all certificates for such training as required of us by the Workplace Safety Insurance Board. If required and when asked we will provide copies of any and all training certificates.

W.S.I.B. Account #: \_\_\_\_\_.

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

**GST/HST Registration number** \_\_\_\_\_

All quantities are approximate and are for estimating purposes only. Due to budgetary considerations and field conditions, the estimated quantities may be increased, decreased or deleted. No consideration will be given for any adjustment in the unit prices Quotation resulting from any changes in the actual quantities of work performed.

By signing the attached quotation, the Contractor certifies that s/he is familiar with the work and has expressed any concern or question regarding the ability to perform the required work prior to submitting the quotation.

Date: \_\_\_\_\_, 2025

Authorized Person: \_\_\_\_\_  
Signature of Authorized Person for Contractor Position

Witness: \_\_\_\_\_  
Signature of Witness Position

**SCHEDULE II**

**LIST SUB-CONTRACTORS**

State OWN FORCES if a Sub-Contractor is not required for any of the trades listed; otherwise name Work and Sub-Contractor proposed to be used.

The Owner reserves the right to approve all proposed Sub-Contractors and where the Owner objects to the use of any proposed Sub-Contractor, the Respondent shall use another sub-contract Respondent acceptable to the Owner. Any proposed changes to the approved list of Sub-Contractors subsequent to Contract Award shall be subject to the approval of the Owner.

The Awarded Respondent may be required to produce schedule of references for all or any proposed Sub-Contractors.

The Awarded Respondent shall only use those Sub-Contractors approved by the Owner and shall be held fully responsible to the Owner for the acts and omissions of its Sub-Contractors.

<b>TYPE OF WORK</b>	<b>SUB-CONTRACTOR</b>	<b>CONTACT NAME &amp; NUMBER</b>

**SCHEDULE III**

**LIST REFERENCES**

You must provide the information requested below. Reference checks will be completed and the decision to award the Quote will be based on the Township of Essa's assessment of overall qualified low Respondent. **Experience listed below must be relevant to the current project in scope and value**, it must have been completed within the past 5 years and must **NOT** be for Township of Essa jobs. If there is additional information you wish to provide with regard to references, please do so on the reverse of this sheet. **If the Township is unable to obtain a satisfactory reference or if the reference does not respond to the reference call or if the reference chooses not to comment, the reference will be deemed unsatisfactory.**

Project Name:	
Company for whom the work was completed:	
Equipment Supplied:	
Date of Delivery of Equipment?	Approximate \$:
Contact Name at the owner's facility:	Contact's Email Address:
Telephone Number with Area Code:	Fax Number with Area Code:

Project Name:	
Company for whom the work was completed:	
Equipment Supplied:	
Date of Delivery of Equipment?	Approximate \$:
Contact Name at the owner's facility:	Contact's Email Address:
Telephone Number with Area Code:	Fax Number with Area Code:

Project Name:	
Company for whom the work was completed:	
Equipment Supplied:	
Date of Delivery of Equipment?	Approximate \$:
Contact Name at the owner's facility:	Contact's Email Address:
Telephone Number with Area Code:	Fax Number with Area Code:

**SCHEDULE "IV"**  
**BIDDER'S EXPERIENCE IN SIMILAR WORK & EQUIPMENT DESCRIPTION**

Respondents must submit a minimum of Three (3) examples of similar work performed. Respondents must also provide examples of similar work performed for a minimum of the last Five (5) years.

<b>YEAR COMPLETED</b>	<b>DESCRIPTION OF CONTRACT</b>	<b>FOR WHOM WORK WAS PERFORMED</b>	<b>\$VALUE</b>

**NOTE: Please provide contact names and phone numbers for all references**

**PART IV**

**AGREEMENT**

THIS INDENTURE made this \_\_\_\_\_ day of \_\_\_\_\_ 2025

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF ESSA** hereinafter called the "**Owner**", the party of the FIRST PART

-AND-

\_\_\_\_\_ hereinafter called the "**SUPPLIER**", The Party of The SECOND PART WHEREAS the Owner has awarded to the Supplier the Contract for the:

**RFQ #: EPW-25-004**

**STOP BLOCK, SCHOOL CROSSING, RAIL CROSSING**

According to plans, specifications and general requirements herein referred to, the Supplier having put in a Quotation therefore, a copy of which is hereto annexed, which Quotation was accepted by

the Owner on the \_\_\_\_\_ day of \_\_\_\_\_ 2025,

at a total Quotation price of (excluding HST) \$ \_\_\_\_\_

IN WITNESS THEREOF, the Supplier and Owner have hereunto signed their name and set their seal on the day first above written.

**SUPPLIER**

(  
(  
( \_\_\_\_\_  
Signature

(  
( \_\_\_\_\_  
Position (I have authority to bind the Company)

(  
( \_\_\_\_\_  
Witness (If not under Seal)

(  
(  
( **THE CORPORATION OF THE TOWNSHIP OF ESSA**

( Per: \_\_\_\_\_

(  
( Per: \_\_\_\_\_  
(



A 10-meter single line barrier yellow marking is required on the center line at all approaches, with glass beads, as per the requirements under the Ontario Traffic Manual.  
The number of stop blocks at each intersection will be indicated below.

**Thornton Stop Block Locations:** **Number of Stop Blocks**

1.	Camilla Cres. & North Ridge Rd.	1
2.	Davis Tr. & Vanderpost Cr.	4
3.	William St & Stoddart St.	3
4.	Camilla Cres. & Thornton Ave.	1
5.	Kallen Blvd. & Davis Tr.	3
6.	William St. & Victoria St.	3
7.	Thornton Ave. & Spencer Ave.	3
8.	Thornton Ave. & Jamieson Ct.	3
9.	Cunningham Dr. & Evergreen Ln.	3
10.	Henry St. & Evergreen Ln.	3
11.	Cunningham Dr. & Meadowland Blvd.	4
12.	Henry St. & Meadowland Blvd.	3

**Angus Stop Block Locations:**

13.	Greenwood Dr. & Maplewood Dr.	1
14.	Maplewood Dr. & McCann Ln.	1
15.	Greenwood Dr. & Mandley St.	1
16.	Maplewood Dr. & Truax Cres.	1
17.	Greenwood Dr. & McCann Ln.	1
18.	Gold Park Gt. & Decarolis Cres.	1
19.	Gold Park Gt. & Mandley St.	1
20.	Maplewood Dr. & Truax Cres.	1
21.	Brookside Gt. & Truax Cres.	3
22.	Gold Park Gt. & Greenwood Dr.	4
23.	Gold Park Gt. & Maplewood Dr.	4
24.	Gold Park Gt. & Sasco Way	1
25.	Gold Park Gt. & Brookside Gt. & Lookout St.	4
26.	Greenwood Dr. & Maplewood Dr.	3
27.	Lookout St. & Stonemount Cres.	1
28.	Greenwood Dr. & Nadmarc Ct.	1
29.	Greenwood Dr. & Lookout St.	3
30.	Lookout St. & Stonemount Cres. & Admiral Cres.	2
31.	Admiral Cres. & Base St. & Lookout St.	2
32.	Greenwood Dr. & Arnold Cres. & Banting Cres.	4
33.	Greenwood Dr. & Quigley St.	1
34.	Arnold Cres. & Brownley Ln.	2

35.	Greenwood Dr. & Mike Hart Dr.	3
36.	Mike Hart Dr. & Wagner Cres. & Red Cedar Ln.	4
37.	Banting Cres. & Wagner Cres. & Mike Hart Dr.	2
38.	Greenwood Dr. & Elphick St.	3
39.	Stevenson St. & Wagner Cres. <b>(West End)</b>	3
40.	Stevenson St. & Wagner Cres. <b>(East End)</b>	1
41.	Greenwood Dr. & Willoughby Rd.	1
42.	Willoughby Rd. & 5th Line.	1
43.	Edenbridge Dr. & Cecil St. & Corrie Cres.	2
44.	Sandy Ln. & McCarthy Cres.	2
45.	Robertson Rd. & Armeda Clow Cres.	1
46.	Armeda Clow Cres. & Armeda Clow Cres.	1
47.	Tree Top St. & North St.	1
48.	Cecil St. & Edenbridge Dr.	3
49.	Cecil St. & Bushey Ave.	3
50.	Cecil St. & Armeda Clow Cres. & Coulson Ave.	2
51.	Roth St. & North St.	1
52.	<b>Roth St. &amp; River Dr.</b> (180m line on the South side of Roth St.)	
53.	Pine River Rd. & Coulson Ave.	3
54.	Sydenham St. & Raglan St.	1
55.	Sydenham St. & Vernon St.	1
56.	Sydenham St. & Auburn St.	2
57.	King St. & Water St.	1
58.	King St. & Cross St.	2
59.	King St. & Elizabeth St.	1
60.	King St. & Raglan St.	1
61.	King St. & Vernon St.	1
62.	King St. & Auburn St.	1
63.	Latimer Ave. & Mount Cres.	1
64.	Latimer Ave. & Collier Cres. & Blanchard Cres.	1
65.	Latimer Ave. & Strong Ave.	1
66.	Collier Cres. & Legion Way	1
67.	Latimer Ave. & Mount Cres. & Collier Cres.	2
68.	Collier Cres. & Legion Way	1
69.	Collier Cres. & Stringer Ave.	1
70.	Centre St. & Latimer Ave.	3

### **Rural Stop Block Locations:**

71.	30 <sup>th</sup> Sideroad. & 6 <sup>th</sup> Line.	4
72.	30 <sup>th</sup> Sideroad. & 8 <sup>th</sup> Line.	2
73.	30 <sup>th</sup> Sideroad. & 9 <sup>th</sup> Line.	3
74.	25 <sup>th</sup> Sideroad. & 5 <sup>th</sup> Line.	2

75.	25 <sup>th</sup> Sideroad. & 8 <sup>th</sup> Line.	2
76.	25 <sup>th</sup> Sideroad. & 10 <sup>th</sup> Line.	2
77.	9 <sup>th</sup> Line. & 20 <sup>th</sup> Sideroad.	4
78.	3 <sup>rd</sup> Line. & 10 <sup>th</sup> Sideroad.	4
79.	10 <sup>th</sup> Sideroad. & 10 <sup>th</sup> Line.	2
80.	Scotch Line. & 5 <sup>th</sup> Sideroad.	4
81.	3 <sup>rd</sup> Line. & 5 <sup>th</sup> Sideroad.	4
82.	5 <sup>th</sup> Line. & 5 <sup>th</sup> Sideroad.	2

**Ladder Crosswalk Locations:****Number of Crosswalks**

83.	Sydenham St. & Auburn St.	1
84.	Raglan St. & Simcoe St.	1
85.	Centre St. at Latimer Ave.	1
86.	Greenwood Drive at Trail Crossing	1
87.	Greenwood Drive & Maplewood Dr.	1
88.	62 Denney Dr.	2

**Crosswalk Locations:**

89.	King St. & Water St.	1
90.	King St. & Cross St.	2
91.	King St. & Elizabeth St.	1
92.	King St. & Raglan St.	1
93.	King St. & Vernon St.	1
94.	King St & Auburn St.	1

**Rail Crossings:**

- 95. 3<sup>rd</sup> Line.
- 96. 5<sup>th</sup> Sideroad.
- 97. 5<sup>th</sup> Line.
- 98. 25<sup>th</sup> Sideroad.
- 99. 6<sup>th</sup> Line.
- 100. 30<sup>th</sup> Sideroad.
- 101. 8<sup>th</sup> Line.
- 102. 9<sup>th</sup> Line.
- 103. 10<sup>th</sup> Line.

<b>Slow Marking Locations:</b>	<b>Number of Slow Markings</b>
104. 5 <sup>th</sup> Line.	2
105. 9 <sup>th</sup> Line.	2
106. 20 <sup>th</sup> Sideroad.	2
107. 10 <sup>th</sup> Sideroad.	2
108. 9 <sup>th</sup> Line between 30 <sup>th</sup> Sideroad & Highway 90	1
109. 30 <sup>th</sup> Sideroad between 8 <sup>th</sup> Line & 9 <sup>th</sup> Line	1
110. 10 <sup>th</sup> Sideroad East & West of Brolley Cres	2
111. 11 <sup>th</sup> Line North of Davis Tr.	2

### **Centre St/30SR & 5<sup>th</sup> Line Intersection:**

112. Directional Arrows	4
113. Stop Blocks	4
114. Crosswalks	4

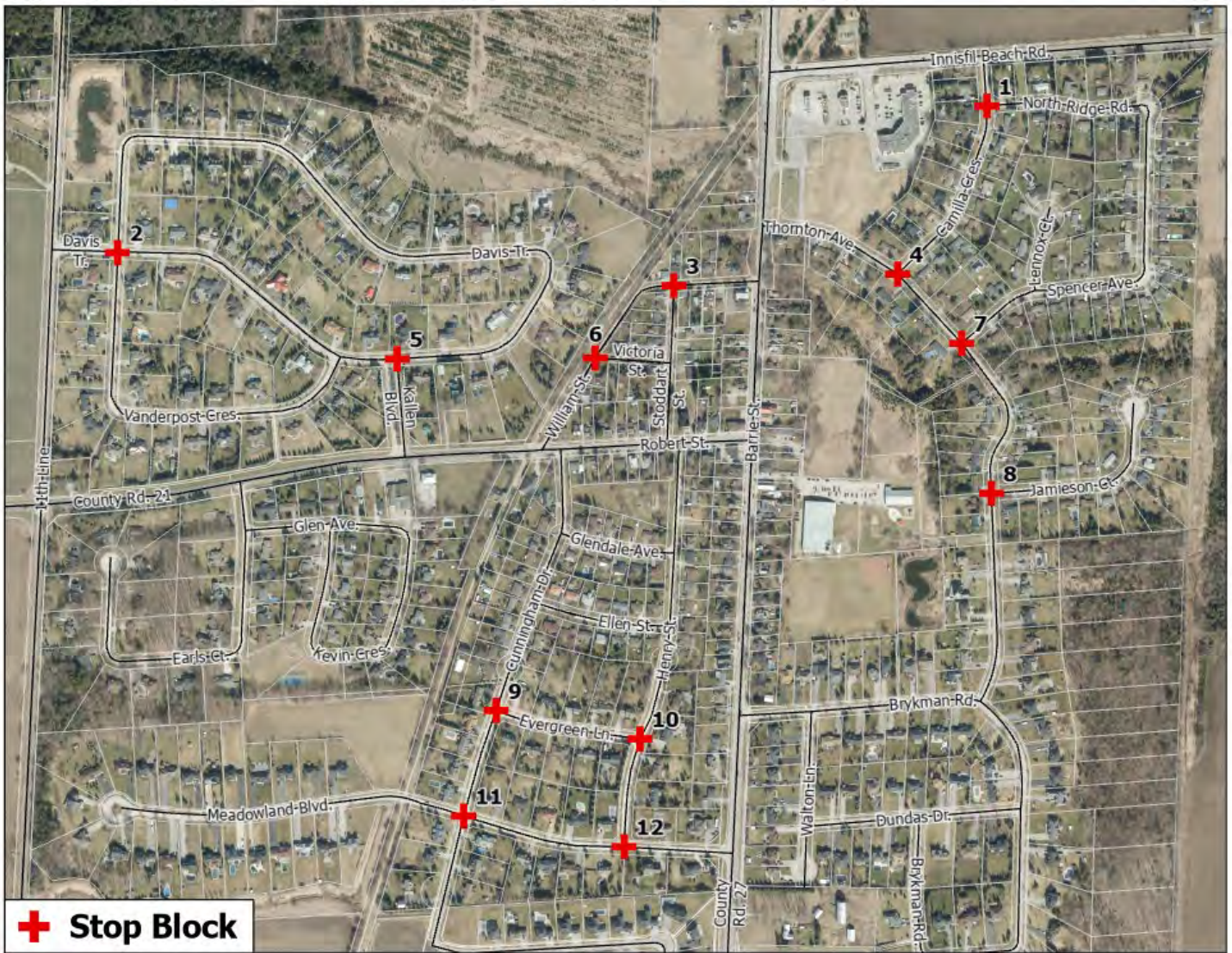
### **Angus Arena**

115. Crosswalks	1
116. Stop Blocks	1

### **Parking Stalls:**

Thornton Arena	<b>106</b> Parking Stalls, <b>3</b> Sets of Hatching, <b>4</b> Handicap Stalls & <b>2</b> EV Stalls
Administration Centre	<b>46</b> Parking Stalls & <b>1</b> Handicap Stall
Angus Arena	<b>17</b> Parking Stalls, <b>3</b> Sets of Hatching, <b>4</b> Handicap Stalls & <b>2</b> EV Stalls
Angus Fire Hall	<b>7</b> Parking Stalls
Roads Garage	<b>15</b> Parking Stalls

Thornton Stop Block Locations 1-12



Angus Stop Block Locations 13-42



Angus Stop Block Locations, and Edge Line 43-53



Angus Stop Block Locations 54-62





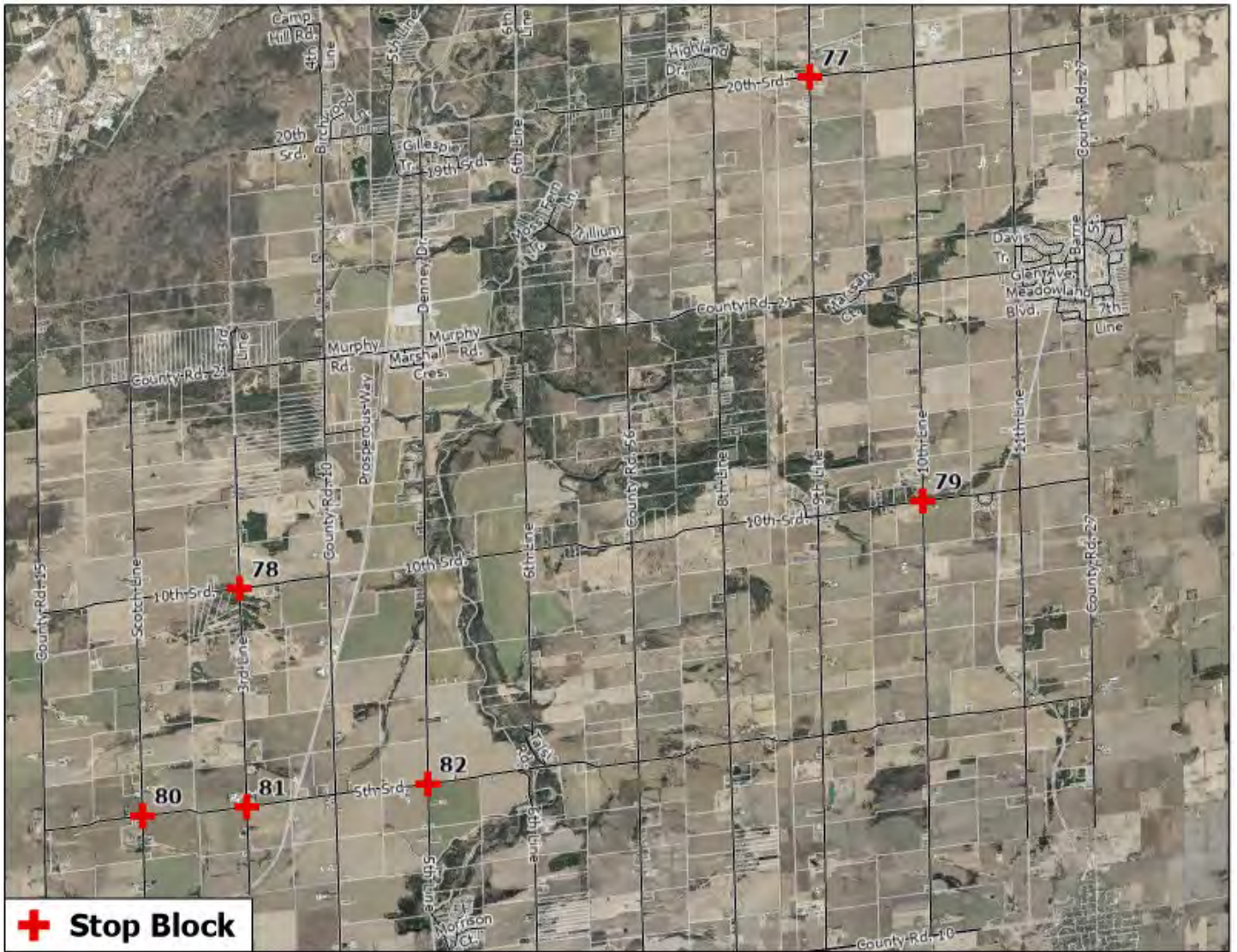
Angus Stop Block Locations 63-70



Rural Stop Block Locations 71-76



Rural Stop Block Locations 77-82



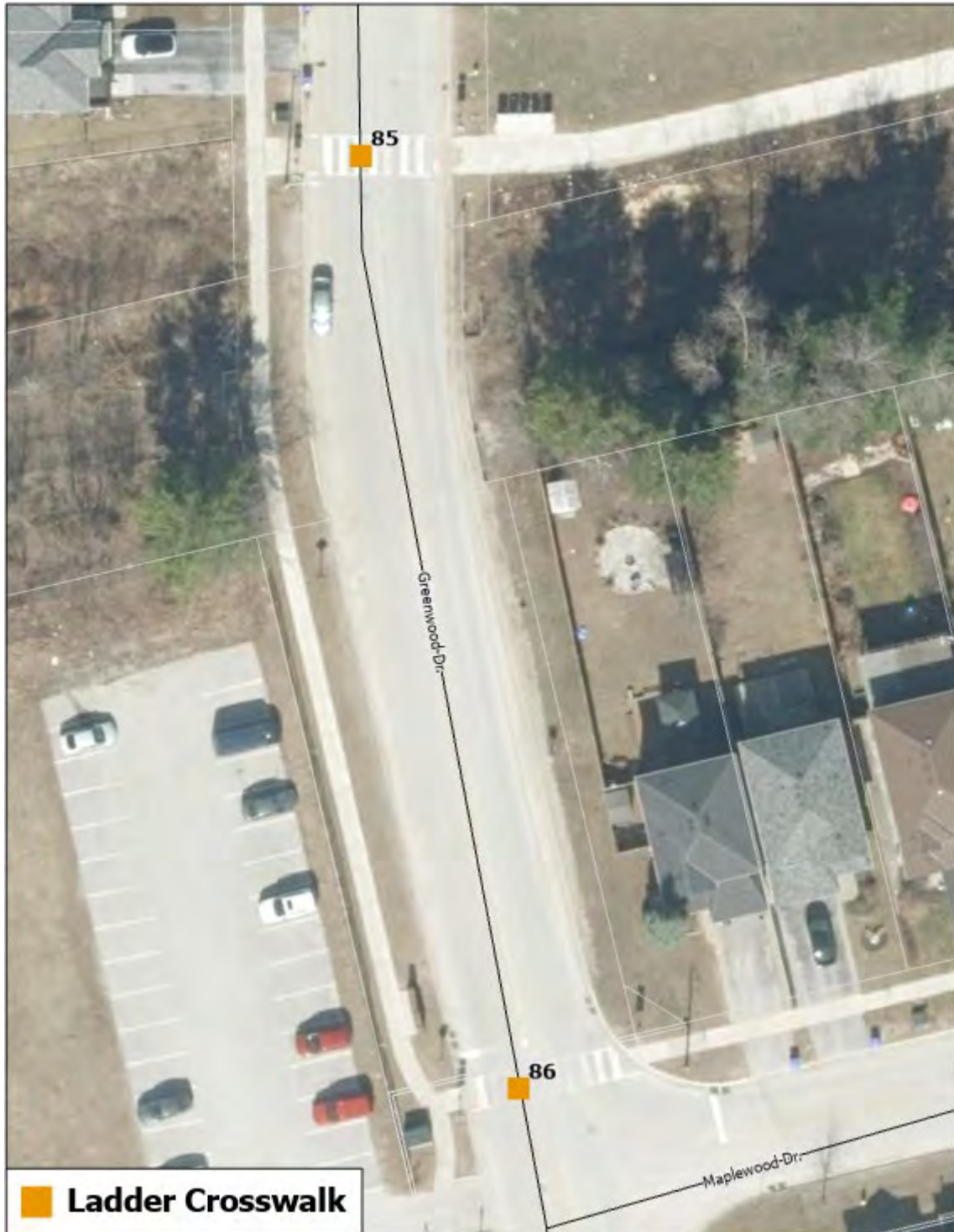
Ladder Crossing Locations 83



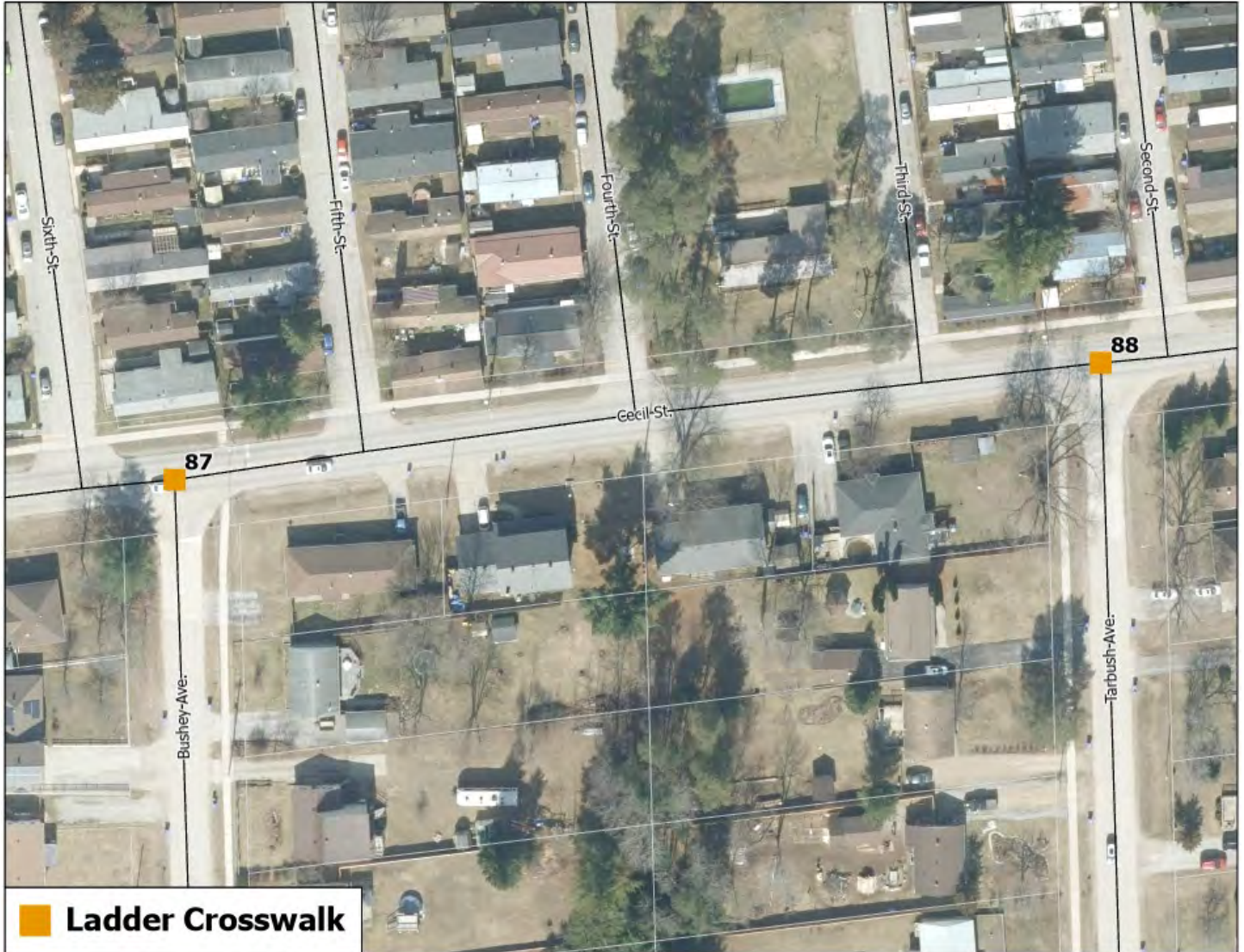
Ladder Crossing Locations 84



Ladder Crossing Locations 85, 86



Ladder Crossing Locations 87, 88

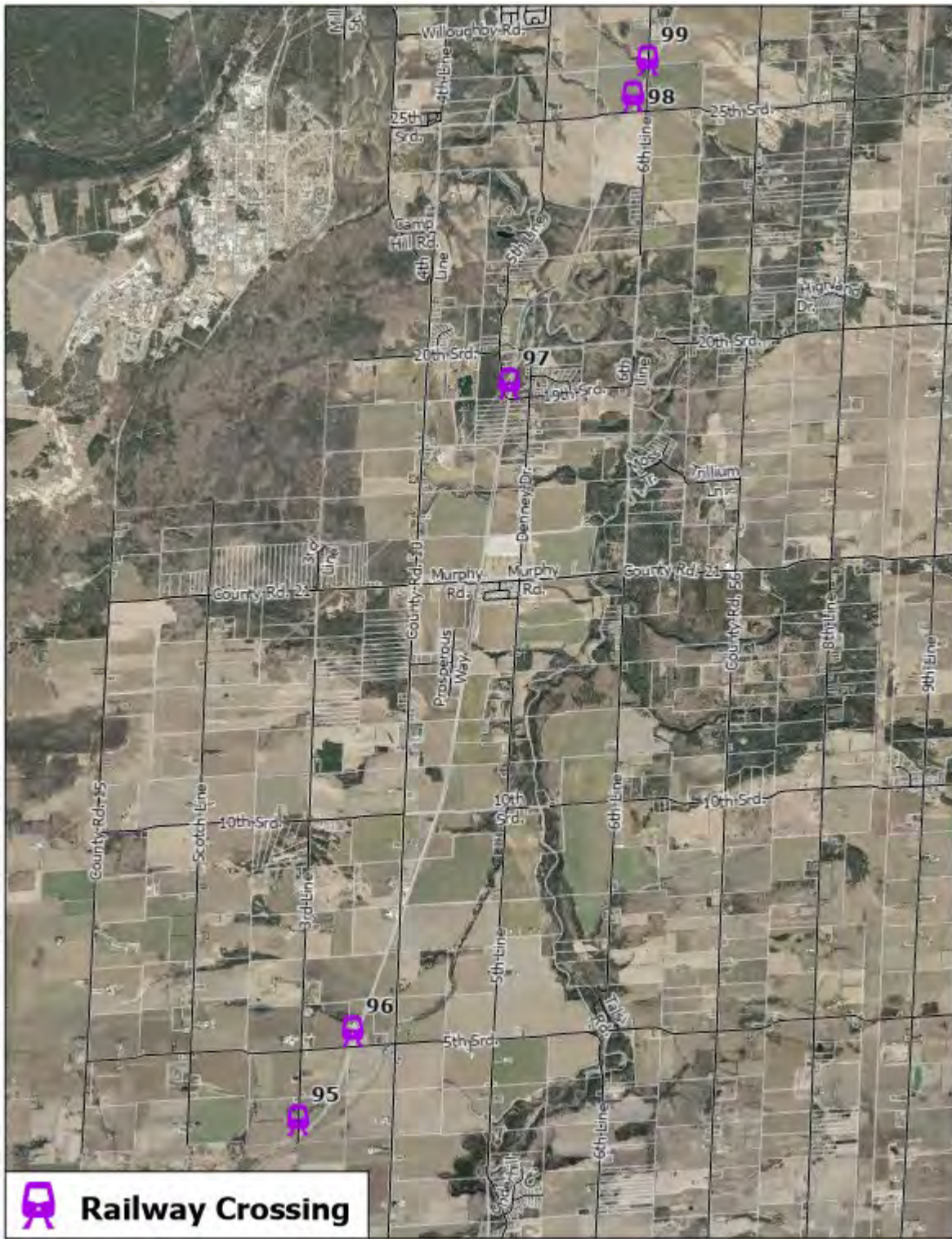


Crosswalk Locations 89-94





Rail Crossing Locations 95-99



Rail Crossing Locations 100-103



Slow Marking Locations 104



Slow Marking Locations 105, 106



Slow Marking Locations 107



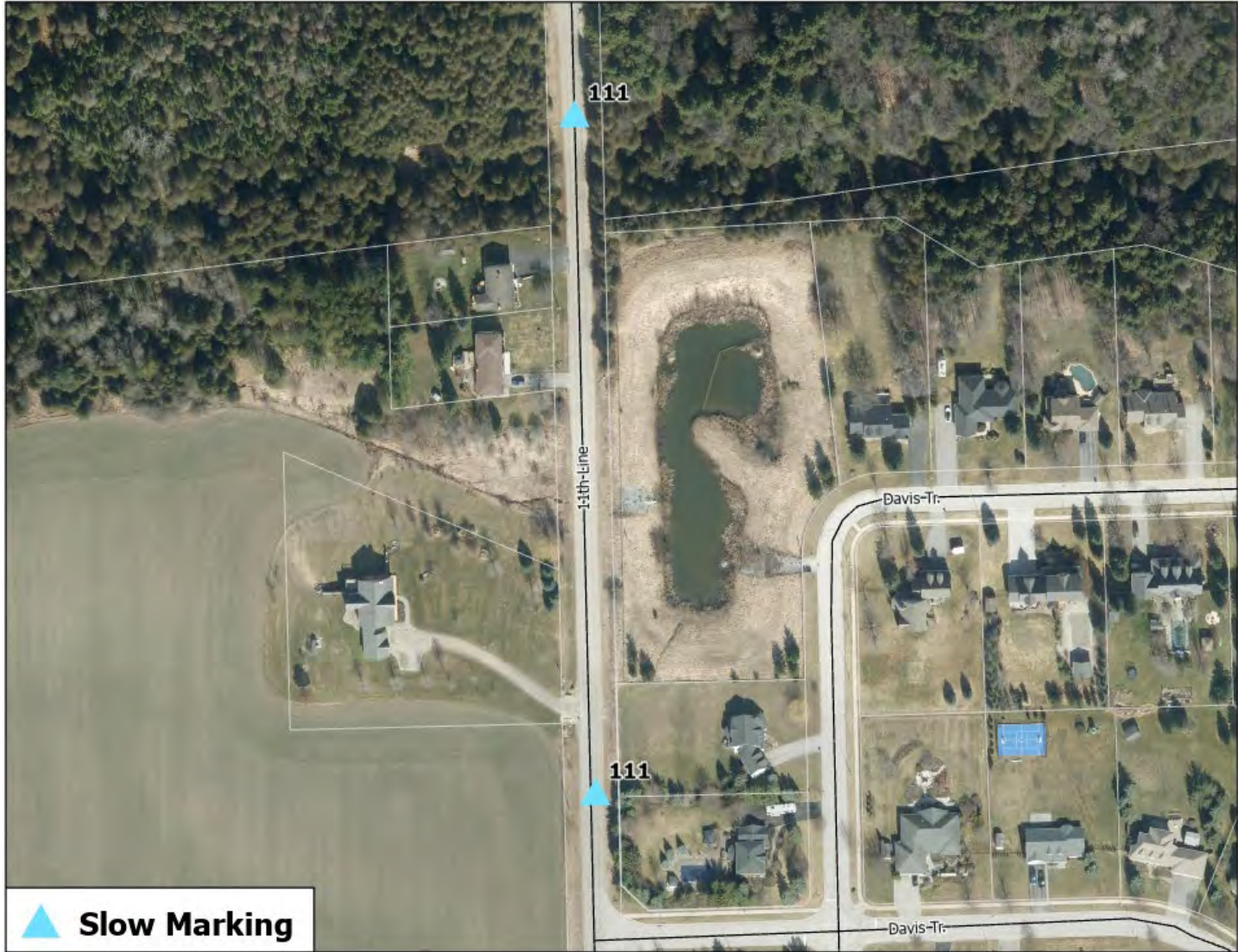
Slow Marking Locations 108, 109



Slow Marking Locations 110

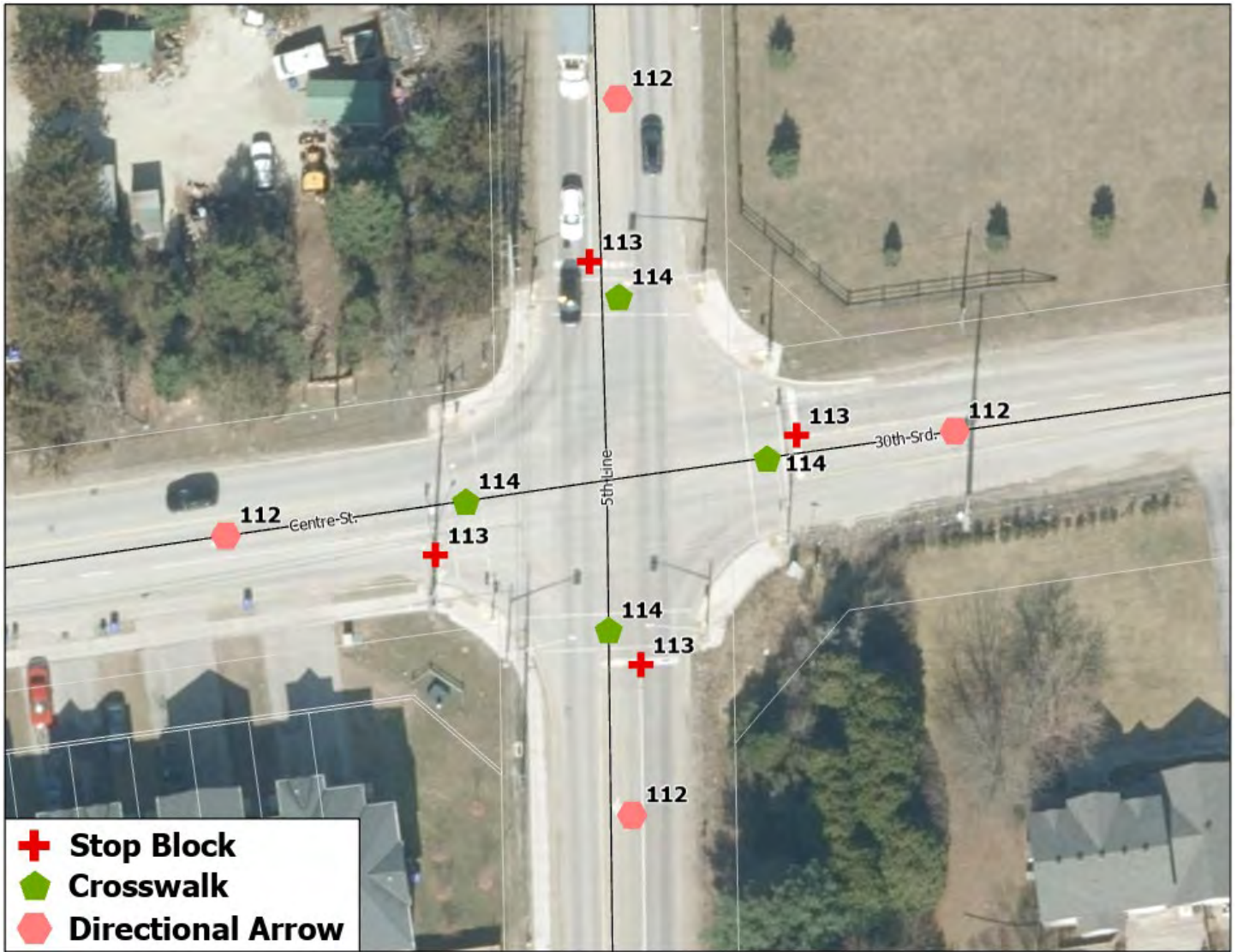


Slow Marking Locations 111





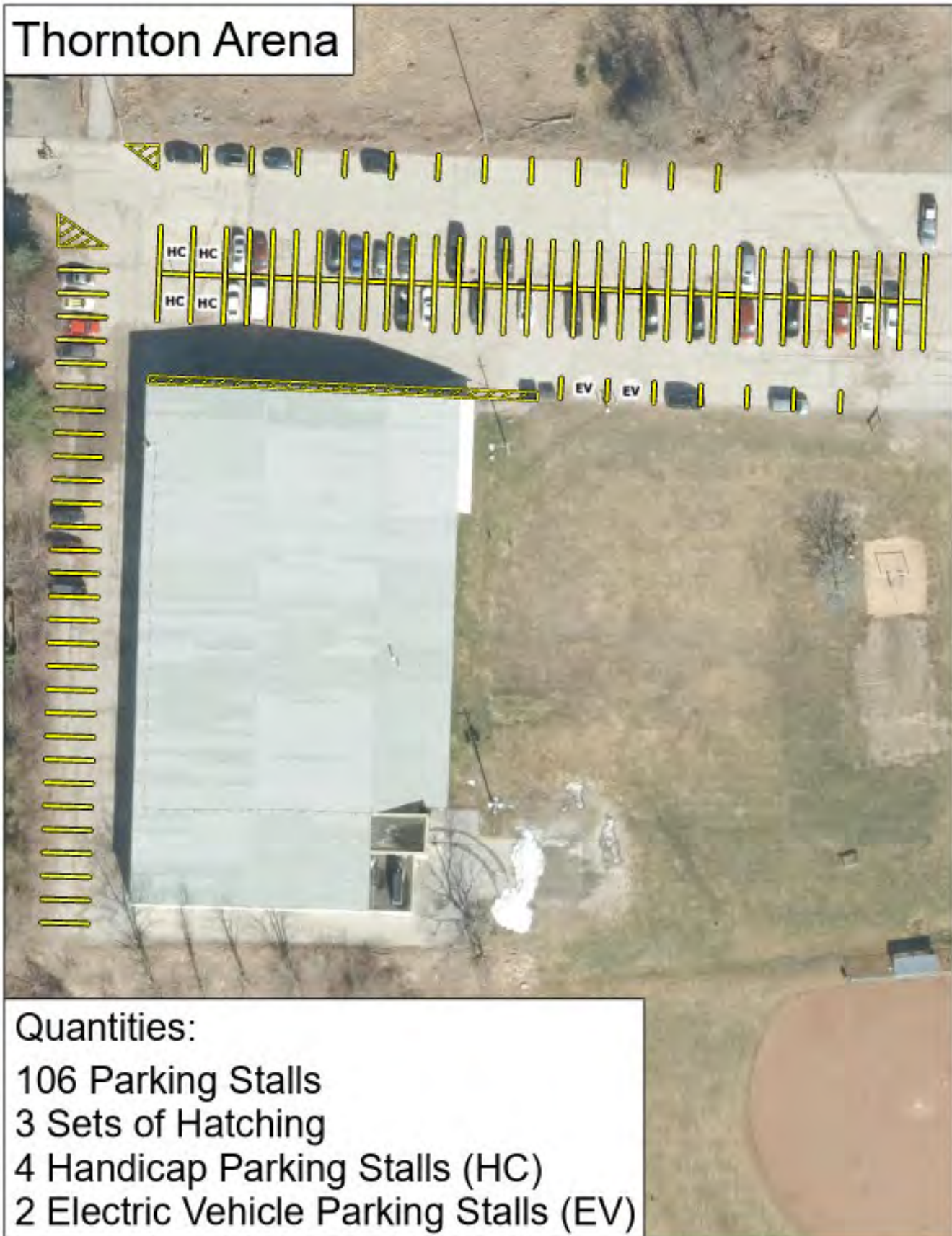
Centre St/30 Sideroad & 5<sup>th</sup> Line Intersection 112-114



Angus Arena



Parking Stall Locations

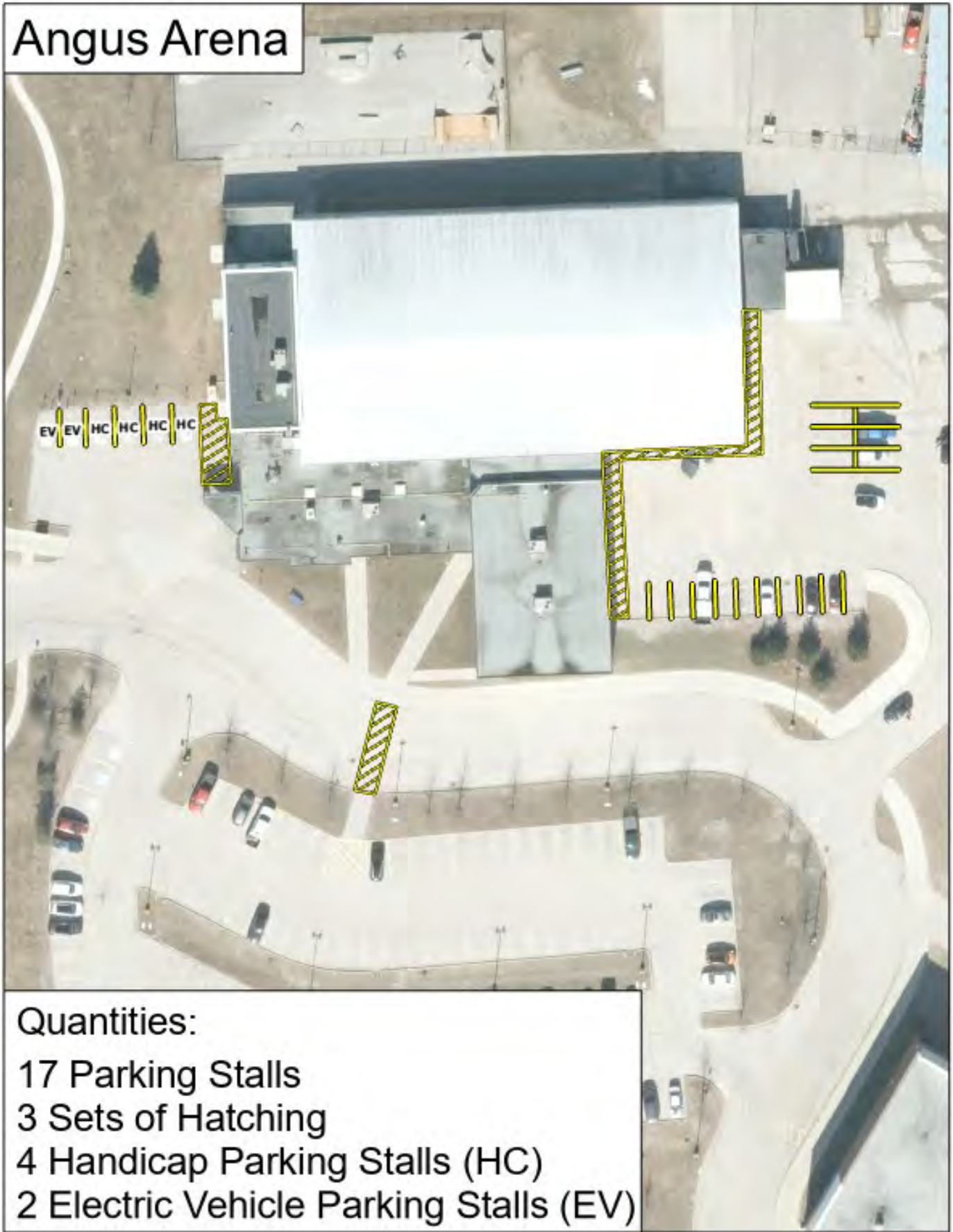


# Administration Building



Quantities:  
46 Parking Stalls  
1 Handicap Parking Stall (HC)

# Angus Arena



# Angus Firehall



Quantities:  
7 Parking Stalls

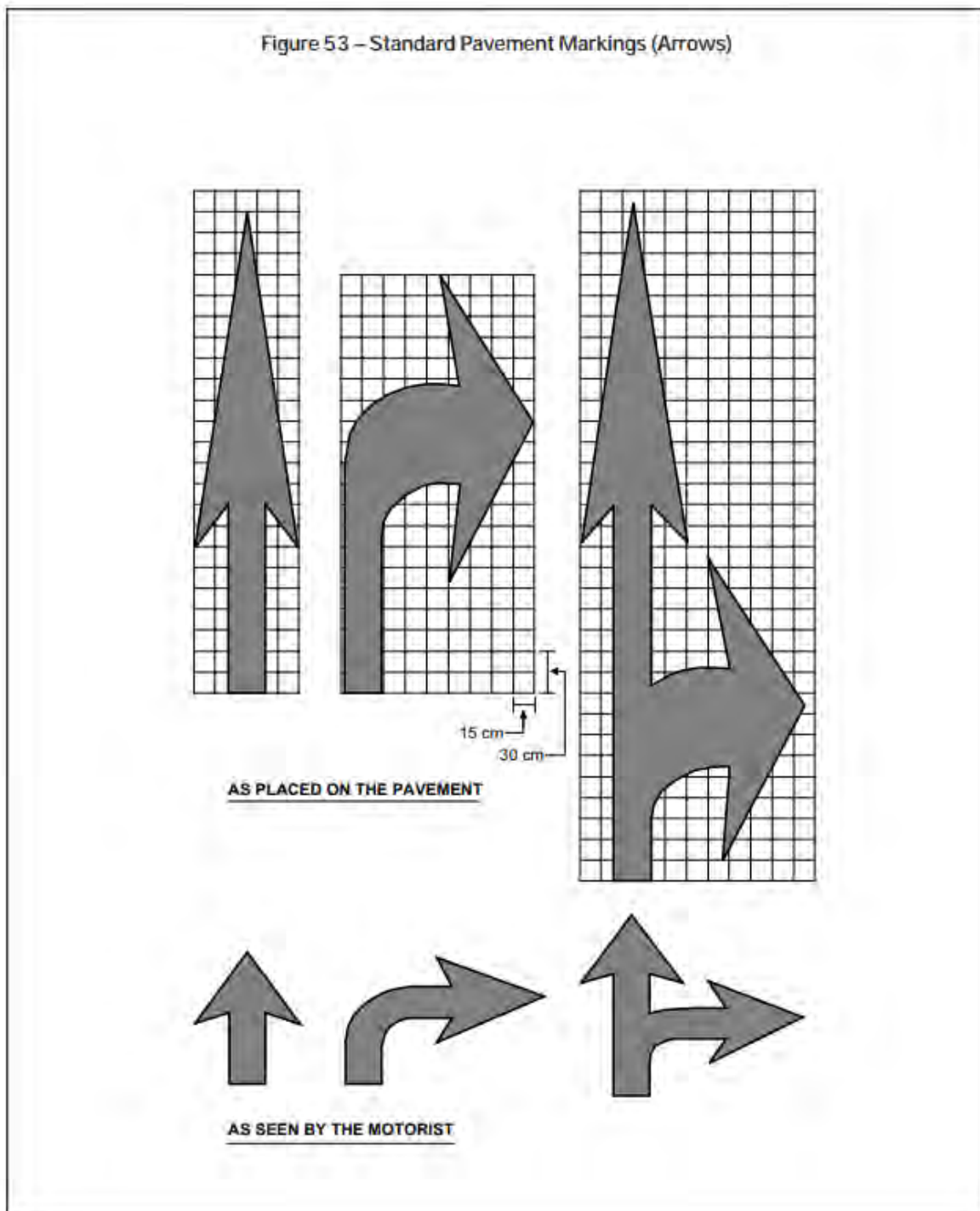
Roads Garage



Quantities:  
15 Parking Stalls

**Directional Arrow Pavement Markings:**

Directional Arrow pavement markings should conform to section 3.12 of the Ontario Traffic Manual Book 11 in addition to the marking bars as per Fig.53

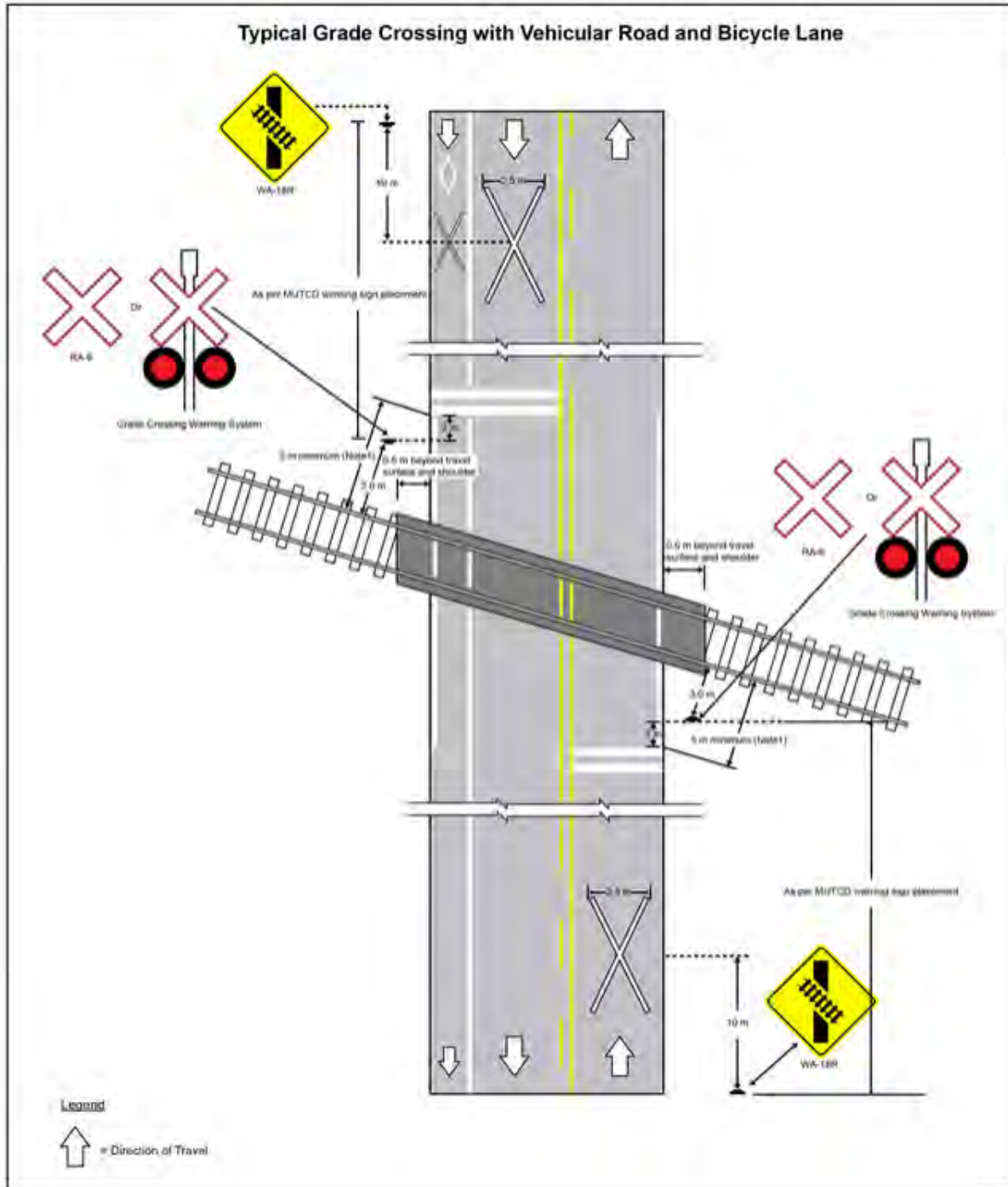


<https://www.library.mto.gov.on.ca/SydneyPLUS/Sydney/Portal/default.aspx?component=AAAAIY&record=7fed e97e-4361-4435-85dc-4c94d04c6131>



Railway Crossing pavement markings should conform to Part C of the Manual of Uniform Traffic Control Devices for Canada (MUTCD)

Figure 8-10 (a) Pavement Markings



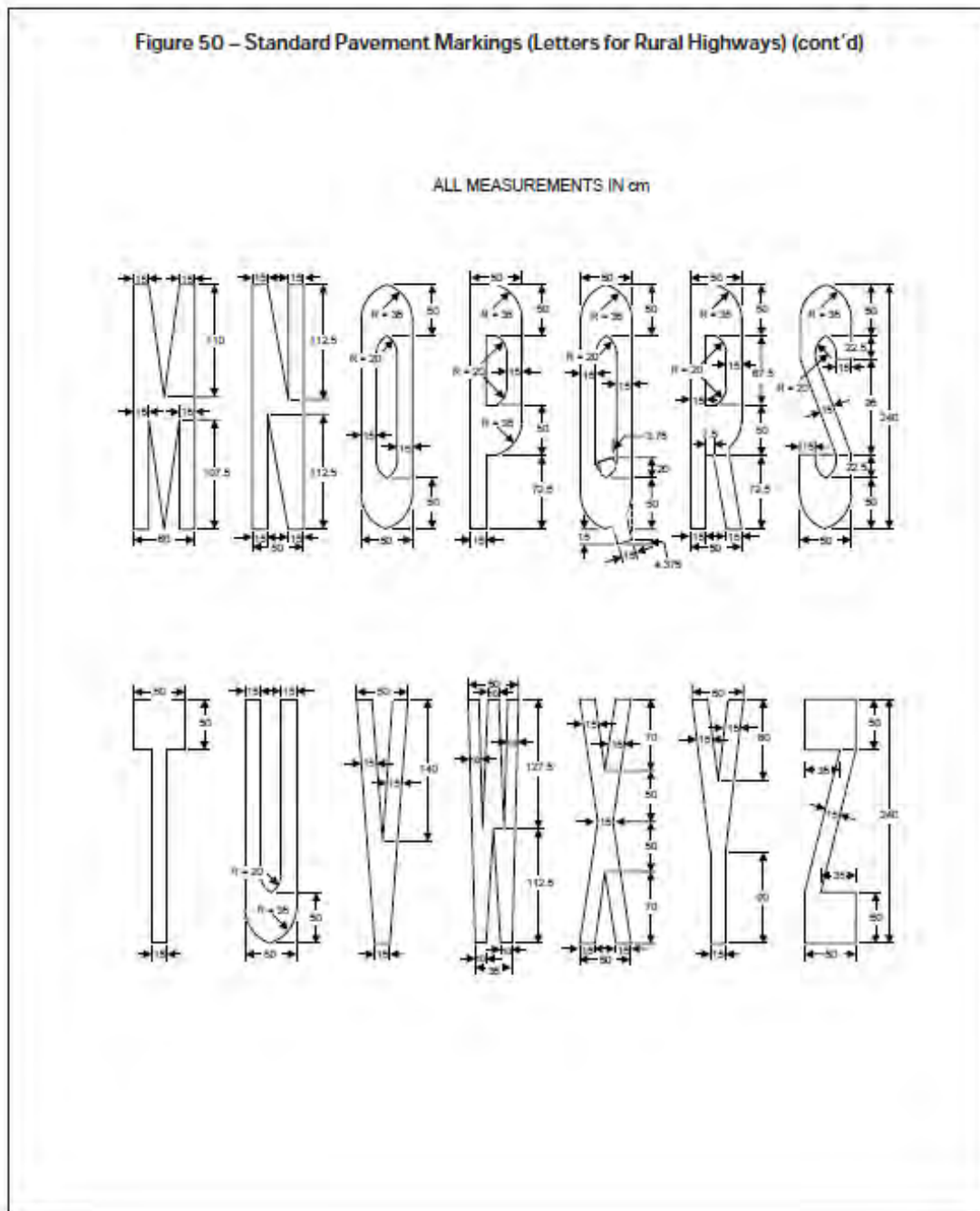
<https://www.tc.gc.ca/eng/railsafety/grade-crossings-handbook.html>

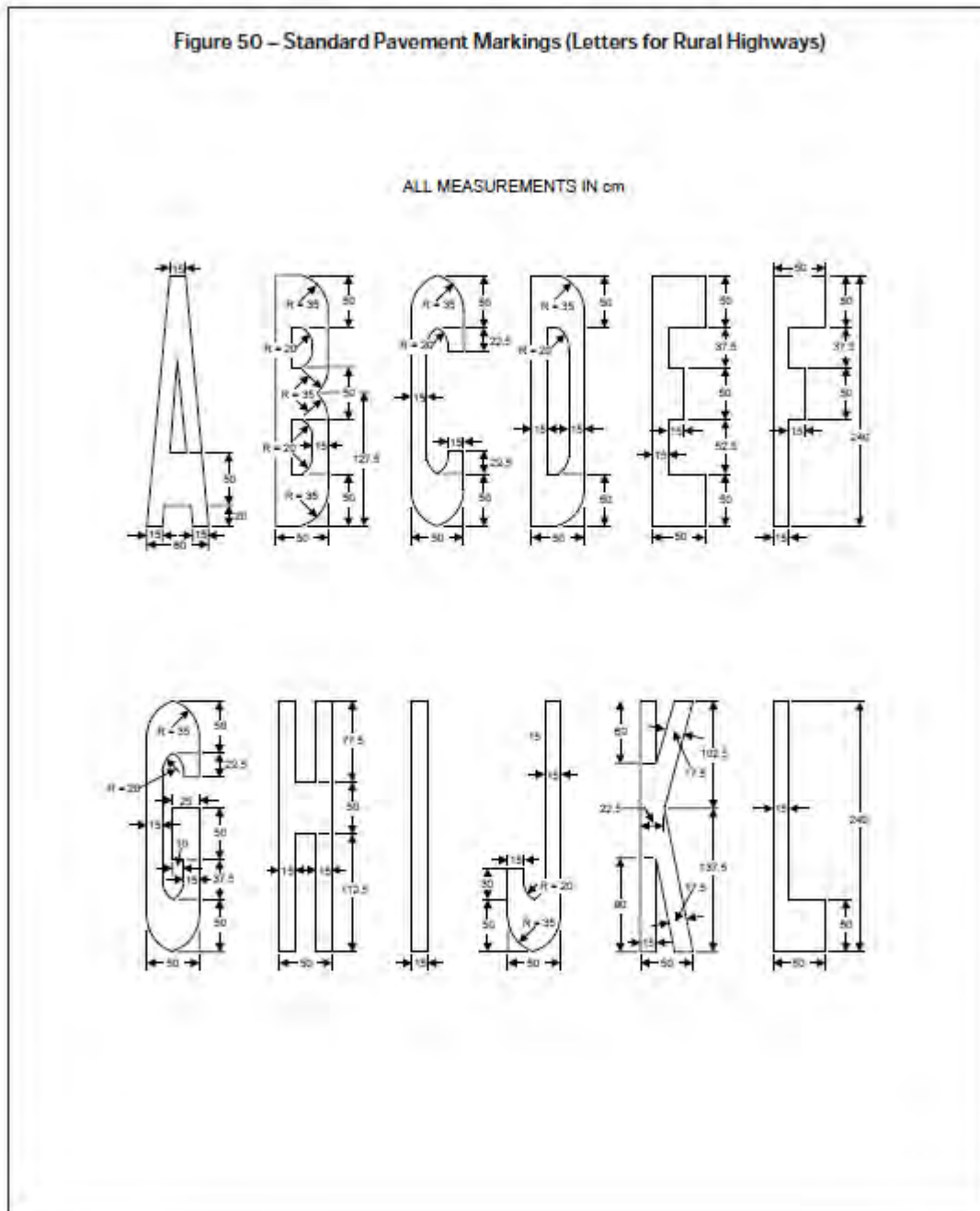
**Slow Pavement Markings:**

Slow pavement markings should conform to section 3.12 of the Ontario Traffic Manual Book 11 in addition to the marking bars as per Fig.50

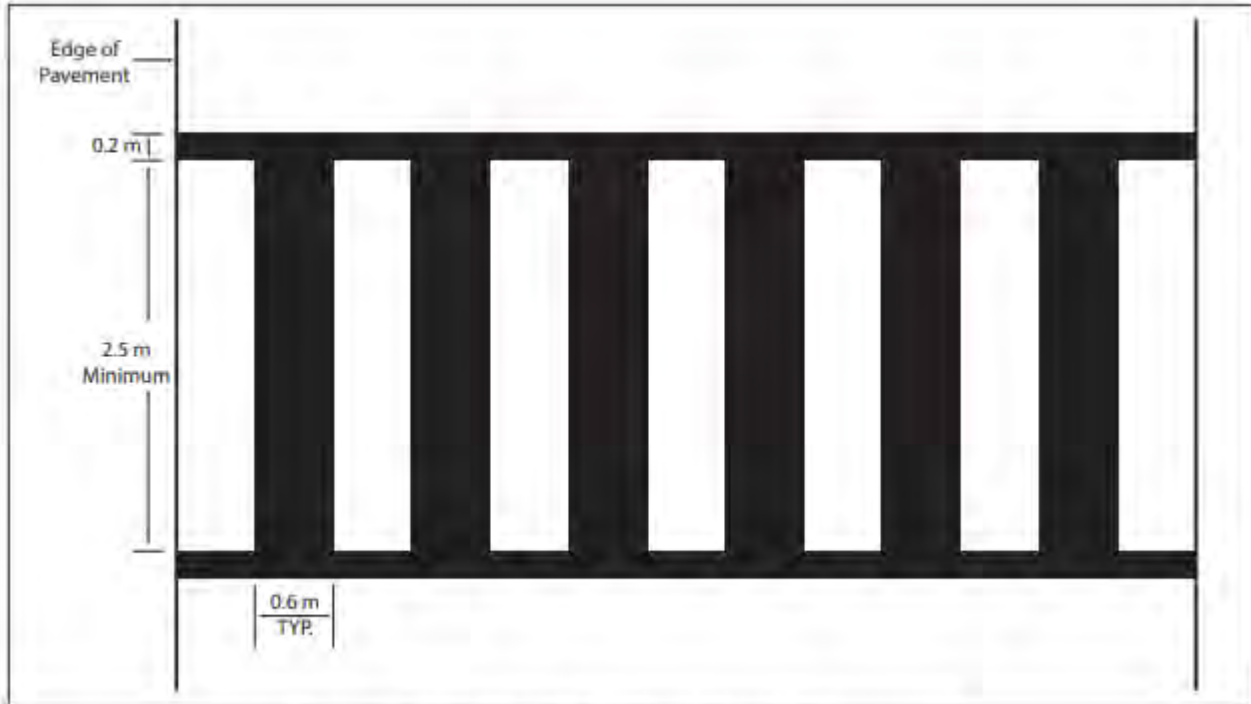


Figure 50





**Pavement Markings for Ladder Crosswalk:**



**Figure 12: Pavement Markings for Ladder Crosswalk**