



PROJECT NO. 2012-27

RFQ

SUPPLY & INSTALL

ONE (1) NEW 2012 TRUCK MOUNTED
VACUUM SYSTEM & AUTOMATED
VALVE EXERCISER

MAYOR: Vance Badawey

DIRECTOR: Ron Hanson, C.E.T.

CITY CLERK: Ashley Grigg

CLOSING DATE: Monday, November 26, 2012 at 2:00 p.m. Local Time

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

TABLE OF CONTENTS

Title Page

Table of Contents

Notice

Scope of the Project (If Applicable)

Special Instructions to Bidders

Instructions to Bidders (Refer to Niagara Peninsula Standard Contract Documents)

Form of Summary (See Attached)

- Form of Summary Declaration
- Schedule of Summary Unit Prices
- Statement A – Harmonized Sales Tax
- Statement B – Bidder's List of Experience

Agreement to Bond (If Applicable)

Schedule of Drawings (If Applicable)

Agreement between the Owner and Contractor (Form of Contract Agreement)

Special Provisions - General

(Refer to Niagara Peninsula Standard Contract Documents) (If Applicable)

Special Provisions - Contract Items

(Refer to Niagara Peninsula Standard Contract Documents) (If Applicable)

Special Provisions - Supplementary General Conditions (If Applicable)

Special Provisions - Supplementary Contract Items (If Applicable)

Special Provisions - Labour Conditions and Fair Wage Schedule (If Applicable)

Supplementary General Conditions of Contract

(Refer to Niagara Peninsula Standard Contract Documents) (If Applicable)

OPS General Conditions of Contract

(Refer to Niagara Peninsula Standard Contract Documents) (If Applicable)

Standard Drawings (If Applicable)

Geotechnical Report (If Applicable)

Appendix (If Applicable)

TO OBTAIN BID DOCUMENTS CONTACT: stephussey@portcolborne.ca

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

SPECIAL INSTRUCTIONS TO BIDDERS

I N D E X

<u>SIB</u>	<u>Description</u>	<u>Page</u>
1.	Named Parties	2
2.	Bid Procedure	2
3.	Submission of Bids	4
4.	Clarification, Omissions, Discrepancies	4
5.	Errors and Corrections	5
6.	Bid Award	5
7.	Maintenance Holdback	5
8.	Additional Insured	5
9.	Workplace Safety & Insurance Board Certificate of Clearance	5
10.	Acceptance or Rejection of Bids	6
11.	Confidentiality	6
12.	Additions or Deletion of Bid Items	6
13.	Bidder Performance (Litigation)	6
14.	Exclusion	7
15.	Negotiations	7
16.	Accessibility Regulations for Contracted Services	7
17.	Contractor Performance Evaluation	7
18.	Completion of Contract, Final Inspection & Final Acceptance	8
19.	Claims	8

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

1. Named Parties

For the purposes of this contract the following parties are identified:

Owner: -----**The City of Port Colborne**

Engineer: -----**The City of Port Colborne**

Contract Administrator: ----**The City of Port Colborne**

Inspector: -----**The City of Port Colborne**

Contact for Enquiries: ----**Doug Cressey, Utilities Supervisor**
City of Port Colborne

Telephone No.: -----**(905) 835 5079**

Fax No.: -----**(905) 835 8552**

2. Bid Procedure

The following policy regarding the submission of Bids and the Bid opening procedures will be applicable for this project. Bidders are requested to adhere strictly to the instructions concerning submission.

► **All Bids must be sealed and submitted to:**

Ashley Grigg, City Clerk on the First Floor, City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

► **By the following time:**

2:00 p.m. local time
Monday, November 26, 2012

Bids received later than the time specified will not be accepted, regardless of the postal seal date. Bids must be plainly marked to reveal the contents and the Bidder's name and address. Bids received after this time will be unopened and returned to the bidder.

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

RFQ's shall be submitted in envelopes with the information on the front as shown in *Attachment 'A'*, as follows:

- The first "pre-qualifying" envelope shall contain:
 - Certificate of Insurance
 - Workers Compensation Clearance
 - List of Experience/Statement "B"

In the event the first envelope does not contain the proper documents, the remaining envelopes will not be opened.

- The second envelope shall contain:
 - Form of Summary (including addenda if applicable).

Please note that the Bid specifications shall not be included in the second envelope.

Bids will be opened the same day that Bids close at **2:15 p.m. local time, Monday, November 26th, 2012 in Committee Room #2, Second Floor, City Hall.** Any Firm submitting Bids will be permitted to attend the Bid opening.

The total Bid price will be announced for each Bid opened, (excluding H.S.T.).

If you wish clarification of specifications, do not use the envelopes provided as they will not be opened prior to the Bid opening.

For any additional information contact:

Doug Cressey Utilities Supervisor Telephone: 905-835-5079 Fax: 905-835-8552 Email: dougcressey@portcolborne.ca	
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The bid must be legible, written in ink, or typewritten. Any form of erasure, strikeout or over-writing must be initialed by the Bidder's authorized signing officer.

All unit prices must be clearly indicated and all extensions written in figures. The bid must not be restricted by a statement added to the Form of Summary or by covering letter, or by alterations to the Form of Summary as supplied by the City of Port Colborne unless otherwise provided herein.

The Form of Summary must be signed and witnessed in the spaces provided on the form, with the signature of the bidder or responsible official of the firm bidding. **If a joint bid is submitted, it must be signed and addressed on behalf of each of the bidders.**

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

3. Submission of Bids

Submissions shall not be made by e-mail or facsimile. Adjustment by e-mail, facsimile, letter or otherwise to a Bid already submitted is not permitted.

A bidder will be permitted to withdraw his/her Bid unopened after it has been deposited, if such request is received in writing by the City Clerk prior to the time specified for the opening of Bids.

More than one Bid from an individual firm, partnership, corporation, or association under the same or different names will not be considered. Within a Bid submission, Bidders must bid on each of the items.

4. Clarification, Omissions, Discrepancies

It will be the Bidders responsibility to clarify any details in question before submitting their bid.

Bidders finding discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request clarification. Written instructions or explanations will then be sent to all bidders in the form of addenda to the Bid documents.

Bidders may inquire into and clarify any requirements of this Bid. Inquiries must be directed to the attention of:

Doug Cressey Utilities Supervisor Telephone: 905-835-5079 Fax: 905-835-8552 Email: dougcressey@portcolborne.ca	
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► **No inquiries will be taken on the Closing Date of the Bid.**

Responses, if not already addressed in the Bid, will be addressed in the form of addendum, if required. No oral interpretations will be effective to modify any provisions of the Bid.

Addendum are the responsibility of the Contractor, the Contractor must ensure that all applicable addendum are attached to the Form of Summary prior to submission.

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

5. Errors and Corrections

City staff may clarify any aspect of a Bid submission with the Bidder at any time after the Bid has been opened. Any such clarification will not alter the Bid and will not be constituted as a negotiation or renegotiation of the Bid. The Corporation of the City of Port Colborne is not required to clarify any part of a Bid. Any clarification of a Bid by a Bidder shall not be effective until confirmation has been delivered in writing.

6. Bid Award

The award of this Bid is subject to the Owner obtaining approval from:

The Council of the City of Port Colborne

7. Maintenance Holdback (Not Applicable)

The following maintenance holdback will apply to this contract: **Five percent (5%)** of the Final Contract Value, for one (1) year from the Date of Substantial Completion shall be held back on each payment.

The maintenance period and any material or equipment supplied warranties shall commence upon completion of the works in their entirety. There are to be no outstanding deficiencies at the completion of the one (1) year period. Any deficiencies found by the Contract Administrator/Inspector are to be remedied prior to the release of the Maintenance Holdback.

Maintenance Holdback shall apply as per Special Provisions – General Section G18. Special Provisions – General Section G18 (iv) is to be **omitted** from this Contract.

8. Additional Insured (Not Applicable)

The following parties are identified to be included as additional insured for this project:

- **The City of Port Colborne**

9. Workplace Safety & Insurance Board Certificate of Clearance (Not Applicable)

A generic and/or specific Certificate of Clearance shall be provided to the Department Director or designate and the Certificate shall be valid for sixty (60) days from the date of the commencement of the project.

All bidders shall furnish the Workplace Safety & Insurance Compensation Board account number in the Form of Summary where indicated. Prior to release of each and every progress draw if the payment falls out of the 60 day validity period, the successful bidder

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

shall be required to provide a new Certificate of Clearance to the Corporation. The Certificate shall indicate that the bidder has complied with the requirements of the Workplace Safety & Insurance Compensation Board and is in good standing in the records of the Board.

10. Acceptance or Rejection of Bids

The Owner reserves the right in its total discretion to accept or reject any Bid as the interests of the Owner require, without stating the reasons. Therefore, the lowest or any Bid will not necessarily be accepted. To be used in conjunction with Statement 'D' of the Form of Summary.

11. Confidentiality

The City of Port Colborne will treat all bids as confidential. The City will comply with the Municipal Freedom of Information and Protection of Privacy Act, and its retention by-law pursuant to the Municipal Act, in respect of all bids. All reports approved by the Council of the City of Port Colborne will become public information. These reports will not include bid documents. The City will retain all copies of all bids successful or otherwise.

12. Additions or Deletion of Bid Items

The City of Port Colborne reserves the right to add or delete from any portion or portions of the Form of Summary.

OPS General Conditions of the Contract Section GC 8.01.02 Variations in Bid Quantities is to be **omitted** from this Contract.

13. Bidder Performance (Litigation)

The Corporation may, in its sole discretion, reject a Bid if a Bidder:

- i. Has, at any time, threatened, commenced or engaged in legal claims or litigation against any of the Organizations listed in Section **1. Named Parties**.
- ii. Is involved in a claim or litigation initiated by the Corporation.
- iii. Previously provided goods or services to the Corporation in an unsatisfactory manner.
- iv. Has failed to satisfy an outstanding debt to the Corporation.
- v. Has a history of illegitimate, frivolous, unreasonable, or invalid claims.
- vi. Provides incomplete, unrepresentative or unsatisfactory references.
- vii. Has engaged in conduct that leads the Corporation to determine that it would not be in the Corporation's best interests to accept the Bid.
- viii. Has a conflict of interest or that which may be viewed as a conflict of interest either with or by the Corporation.

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

14. Exclusion

Except as expressly and specifically permitted herein, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Bid, and by submitting a Bid each bidder shall be deemed to have agreed that it has no claim.

15. Negotiations

If all bids are over budget, the Owner reserves the right to negotiate the terms of the project contract, including price and scope of work, directly with the lowest bidder, to identify cost saving opportunities associated with alternate process, material or construction methods. If an acceptable contract agreement cannot be met with the lowest bidder, the Owner reserves the right to negotiate an acceptable contract with the next lowest bidder.

If an agreement cannot be reached which is acceptable to the Owner, the Bid will be cancelled without award.

The Owner further reserves the right in its sole discretion to cancel the contract at any time without an award being made.

16. Accessibility Regulations for Contracted Services

Contracted employees, third party employees, agents and others that provide customer service on behalf of the City of Port Colborne are legally responsible with the provisions outlined in Section 6 of the Ontario Regulation 429/07 with respect to training. The Contractor shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. By signing the Form of Summary, the Contractor has agreed to be in full compliance with this regulation.

17. Contractor Performance Evaluation (Not Applicable)

Upon completion of the work the contractor and their sub-contractors will all be subject to a performance evaluation, which will be completed by the Contract Administrator/Inspector, and will be kept on file by the City.

The Contractor will provide a list to the Contract Administrator/Inspector listing all of the primary sub-contractors which worked on the project.

Copies of the Performance Evaluations will be available to the Contractor and their sub-contractors upon written request.

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

18. Completion of Contract, Final Inspection & Final Acceptance

The works covered by this document will not be deemed complete by the City until all works remaining on the deficiency list have either been completed or remedied to the City's satisfaction. Once this has been done inspection will be required prior to the Completion Certificate being issued. All Maintenance periods will commence once the Completion Certificates have been signed by both parties.

Upon the expiration of the Maintenance period, the works will be re-inspected and any new deficiencies which have arose during the maintenance period will be remedied by the Contractor within 20 working days upon receiving written notice of the new deficiencies. Should the work not be remedied in a satisfactory and timely matter, at the expiration of the 20 working days the contractor will forfeit the remaining holdback monies to the City.

19. Claims

Should a claim arise during the course of the Contractor maintaining the site throughout the duration of construction. The Contractor shall retain an independent adjuster who will determine if the Contractor shall be held liable for all third party claims, and advise the claimants, in writing of the determination of liability within thirty (30) calendar days of the claim on the Contractor. Copies of such determination shall be forwarded to the City Clerk.

Should the thirty (30) calendar day time period expire without any determination of liability, the City shall reserve the right to retain their own independent adjuster, who will then determine Contractor liability. Upon receiving a response regarding said claim, the Contractor will then have ten (ten) calendar days to respond to the City. Should a response not be received within the ten (10) calendar days, the City shall then deduct the cost of retaining their independent adjuster, as well the amount of the claim as determined by the independent adjuster shall also be deducted from any outstanding payment certificates to the Contractor.

If a claim is settled to the satisfaction of the claimant, the Contractor shall submit to the City Clerk, a copy of the claimant's unequivocal release. The claimant's release shall cover both the City and the Contractor in the release form.

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

INSTRUCTIONS TO BIDDERS

(Refer to Niagara Peninsula Standard Contract Documents)

TO OBTAIN BID DOCUMENTS CONTACT: stephussey@portcolborne.ca

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

FORM OF SUMMARY

We, the undersigned Contractor(s) have carefully examined the attached documents as herein listed and forming part of this Bid.

DOCUMENTS INCLUDED IN BID

- Special Provisions
- Special Instructions to Bidders
- Instructions to Bidders
- General Conditions
- Supplementary General Conditions
- Standard Specifications (as noted)
- Drawings (as noted)
- Addenda (if applicable)

and have carefully examined the site and location of the work to be done under this Contract. We, the undersigned Contractor(s), understand and accept the said drawings and Bid documents, and, for the prices set forth in this Bid, hereby offer to furnish all machinery, labour, tools, apparatus and other means of construction, furnish all materials except as otherwise specified in the Bid, and to complete the work in strict accordance with the drawings and Contract documents referred to above, for the total Bid price of

_____ Dollars.

(\$ _____) *excluding H.S.T.*

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

ADDENDA

We acknowledge that we have received Addendum/Addenda No.____ to No.____ inclusive, and that all changes specified in the Addendum/Addenda have been included in the prices submitted.

COMMENCEMENT AND COMPLETION

We agree to commence work as specified to proceed continuously to the completion and to complete by **the expiration of allotted working days, or completion date, which ever has been specified in this document.**

BIDS ARE OPEN TO ACCEPTANCE & IRREVOCABLE

We agree that this Bid is to continue open to acceptance and irrevocable until the formal contract has been executed by the successful bidder for the said work, and the bond or bonds as specified have been executed by the approved surety or sureties, and that the Owner may, at any time, within 40 (forty) calendar days of closing date, accept this Bid without notice, whether any Bid has been previously accepted or not.

► **Below to be filled in by Bidder.**

OFFERED ON BEHALF
OF THE CONTRACTOR

Insert Workplace Safety
And Insurance Board
Account No.

Signature

Signature

Company Name

Address

Witness

Date

Contractor's Seal

Witness

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

NOTE

- a) If the Bidder is a Corporation, the Corporate seal must be affixed under the signature of a duly authorized officer or officers of the Corporation.
- b) If the Bidder is not a Corporation or a Partnership, the Bidder must sign in the presence of a witness who must also sign.
- c) If the Bidder is a Partnership, each member of the Partnership must sign in the presence of a witness who must also sign.

TO OBTAIN BID DOCUMENTS CONTACT: stephussey@portcolborne.ca

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

SECTION:1 Vacuum System & Valve Exerciser**Please fill in all of the required specifications. Incomplete entries may result in disqualification.****Diesel Driven Vacuum System**

ENGINE	Minimum 3 Cylinder 26 horse power liquid cooled Diesel.	Specify
CONTROL PANEL		Specify
ELECTRICAL	Battery 12 volt heavy duty	Specify
	Engine block heater compatible to engine size	Specify amps
BLOWER		Specify
FILTRATION		Specify
SUCTION HOSE AND WAND	Minimum 3" x 20' suction hose with 2-1/2" x 8', 1 1/4" x 8' and 7/8" X 8' Steel suction wands.	Specify
SPOILS HOLDING TANK	Minimum 250 liquid gallon holding capacity. Top hinged full opening dump door with hydraulic door latch, sure seal gasket, 6" mechanical ball shut-off, and 3" dump valve.	Specify
DUMPING	Slide and tip system. Moves tank 12" back before tilting to clear the truck bed for dumping, then lifts to empty spoils tank.	Specify
PRESSURE WASHER	Minimum 2.5 gpm with 3000 psi pressure washer with thermal overload protection. 5 gallon antifreeze tank, 80 gallon clean water holding tank with antifreeze/water selector valve, and 50' hose on spring rewind hose reel. Note: See Note under the Diesel Fired Hot Water Heater section below. Note: Pressure Washer System must utilize the same Diesel engine as above.	Specify

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

Please fill in all of the required specifications. Incomplete entries may result in disqualification.**Diesel Driven Vacuum System**

DIESEL FIRED HOT WATER HEATER	Used in conjunction with 2.5 GPM at 3000 PSI pressure washer. 197,000 BTUs and adjustable to 210 degrees Fahrenheit. Unit must be equipped with flow and temperature limit switches to maintain safe operation. Note: Pressure washer, water heater, water holding tank & any plumbing must be configured in such a way as to allow for circulating of warm water during cold periods only.	Specify
COLOR	Standard Factory White	Specify
HYDRAULIC SYSTEM	Direct coupled pump rated at 8 GPM @ 1,800 PSI continuous duty. 10 gallon hydraulic reservoir with thermostatic controlled fan cooled heat exchanger. Instrumentation includes an oil level gauge, temperature gauge, pressure gauge and selector valve switching to a HTMA class II auxiliary hydraulic circuit.	Specify
Auxiliary Hydraulics	Hydraulic Hose Reel Minimum 50' spring rewind hose reel for auxiliary hydraulic power with quick disconnects.	Specify

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

Please fill in all of the required specifications. Incomplete entries may result in disqualification.**VALVE EXERCISER/CONTROLLER**

CAPACITY	Operate all valves 4"-60"	Specify
SPEED/SPEED CONTROL	Hydraulic flow controlled by engine speed.	Specify
DRIVE		Specify
CONTROL VALVE	Solenoid operated hydraulic directional control valve. On, off, and direction operated from microprocessor controller	Specify
CONTROLLER	To be detachable pendant type microprocessor, pocket PC style with a Windows Mobil operating system. Touch screen with sunlight readable color display to allow operator to control various valve exercise operations. Minimum 200 MHz processor, 128 MB non volatile flash storage, Data field 100% user-definable, Integrated Bluetooth, Alphanumeric keypad, Handwriting recognition, USB data transfer and Water proof sealed. Must be capable of capturing and sending data in conjunction with valve management software. Must be capable of Synchronization with MS access database.	Specify

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

Please fill in all of the required specifications. Incomplete entries may result in disqualification.**VALVE EXERCISER/CONTROLLER**

AUTOMATION	Must be capable of operating valve in automatic exercise mode with “No assumption” of valve size or direction. Control must be portable and allow operator to stand at least 5 feet from the machine during operation. Controller must operate at least amount of torque possible in exercise mode to avoid valve damage. Controller must automatically stop machine rotation and reverse direction for 1-3 turns before allowing torque increase. Controller must allow operator to enter a torque limit. Controller must stop machine rotation when torque limit is reached.	Specify
SOFTWARE	Must function with the automation process and be capable of providing the following: customizable data entry screens for valve data, valve activity data, including torque charts. Data transfer includes valve ID, operator ID, date and time of operation, torque, turns, and custom remarks. Must be capable of capturing all important valve data that can then be downloaded to an Access Interface data transfer software program. System must support GPS receivers using compact flash, serial cable, or Bluetooth. Must be compatible with Windows based PC and Windows Server. More importantly Windows 7 Professional 64 bit and Windows Server 2008	Specify
TORQUE	Machine must accept 100% of reaction torque and permit hands free operation. Maximum 0-750 ft. lbs. torque.	Specify
GPS	Hemisphere XF - GPS' "Submeter" for handheld mapping or equivalent	Specify
REACH	13' minimum of extendable reach from pedestal mount without any additional support. Valve operating machine capable of 270 degree minimum movement.	Specify

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

Please fill in all of the required specifications. Incomplete entries may result in disqualification.**VALVE EXERCISER/CONTROLLER**

BRAKING SYSTEM	Note: No Pins to Absorb torque reaction will be accepted.	Specify
VALVE EXERCISER FRAME		Specify
COLOR	Standard Factory White	Specify
VALVE KEYS		Specify
EMERGENCY LIGHTING	Will be done by others	
MISCELLANEOUS	Service, Repair, Operations Manuals and Training are to be supplied.	Specify
CAB, CHASSIE & FLATEBED	To be supplied by others. Minimum 10' L x 8' W	
MOUNTING & POSITIONING OF THE VACUUM SYSTEM & AUTOMATED VALVE EXERCISER WILL BE DETERMINED AT THE TIME OF INSTALLATION BY THE UTILITIES SUPERVISOR.		

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

SUMMARY

SECTION		AMOUNT
1	VACUUM SYSTEM & VALVE EXERCISER	\$ _____
TOTAL BID PRICE		\$ _____

NOTE: The above TOTAL BID PRICE shall exclude HST, and shall be entered on pages FS 1 and FS 10 of the Form of Summary.

DELIVERY DATE IF ORDER PLACED BY DECEMBER 15th, 2012.

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

STATEMENT “A”**(a) Harmonized Sales Tax (HST):**

The Contractor shall **NOT** include any amount in his bid price for the Harmonized Sales Tax (H.S.T.) Any amount to be levied with respect to the H.S.T. will be included as a separate item on the payment certificate. The appropriate H.S.T. levy will be paid to the Contractor in addition to the amount approved by the Contract Administrator for work performed under the contract and will, therefore, not affect the amount of the contract. The contractor will be required to make the appropriate remittance to Revenue Canada in accordance with the legislation.

- i) Total Summary Price \$ _____
- ii) Estimated Cost of Harmonized Sales Tax \$ _____
- iii) Total Contract Amount [(i) + (ii)] \$ _____
- iv) H.S.T. Registration Number: _____

Company Name**Contractor's Signature(s)**_____
Address**Contractor's Seal**

Witnesses: _____

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve

Exerciser

STATEMENT "B"

BIDDER'S EXPERIENCE IN SIMILAR WORK

YEAR COMPLETED	DESCRIPTION OF WORK	FOR WHOM WORK PERFORMED	VALUE

TO OBTAIN BID DOCUMENTS CONTACT: stephussey@portcolborne.ca

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve
Exerciser

ATTACHMENT 'A'

TO OBTAIN BID DOCUMENTS CONTACT: stephussey@portcolborne.ca

Project No.: 2012-27

Type: RFQ

Title: Supply & Install – One (1) New 2012 Truck Mounted Vacuum System & Automated Valve
Exerciser

ENVELOPE REQUIREMENTS (example)

Envelope #1

ASHLEY GRIGG
CITY CLERK
66 CHARLOTTE STREET
PORT COLBORNE, ONTARIO
L3K 3C8

PROJECT NO.: 2012-27
Supply & Install One (1) New 2012 Truck Mounted Vacuum System &
Automated Valve Exerciser

CLOSING: MONDAY NOVEMBER 26th, 2012 AT 2:00 P.M. LOCAL TIME

CONTRACTOR: _____

Envelope #2

ASHLEY GRIGG
CITY CLERK
66 CHARLOTTE STREET
PORT COLBORNE, ONTARIO
L3K 3C8

PROJECT NO.: 2012-27
Supply & Install One (1) New 2012 Truck Mounted Vacuum System &
Automated Valve Exerciser

CLOSING: MONDAY NOVEMBER 26th, 2012 AT 2:00 P.M. LOCAL TIME

CONTRACTOR: _____