



**RURAL MUNICIPALITY OF ROSTHERN NO. 403**  
**Instructions to Bidders RM 403**  
**Gravel Purchase**

**1. Time & Place**

- 1.1 Tender forms will be submitted to the Rural Municipality of Rosthern No. 403 by **October 31<sup>st</sup> 2024 at 4:00 p.m.** local time. Submission of the supplied tender form may be submitted as follows:
- a. Mail to the Rural Municipality of Rosthern No. 403, Box 126, Rosthern, Saskatchewan S0K 3R0. Must be in a sealed envelope with “**GRAVEL PURCHASE TENDER**” written on it. (Please allow 5 - 10 business days for postal delivery.) If it is not received by 4:00 p.m. on October 31<sup>st</sup> 2024, it is deemed late and will not be opened.
  - b. Delivered to the office located at 1001 6<sup>th</sup> Street Rosthern, Saskatchewan during office hours as noted on the website as hours may change  
**Note:** Closing date for the tender (October 31<sup>st</sup> 2024) the time of close for tender is 4:00 p.m.
- 1.2 Tenders will be opened shortly after closing and awarded at the Regular Meeting of Council on Tuesday, November 5<sup>th</sup> 2024 the Regular Council meeting will be made available to the public via Zoom (invitation to be requested.)

**2. Tender Acceptance**

- 2.1 The Municipality reserves the right to refuse to accept any or all tenders, and the lowest tender will not necessarily be accepted.
- 2.2 Without limiting the generality of the foregoing, any tender may be rejected which is incomplete, obscure, or irregular.
- 2.3 The Municipality reserves the right to award or refuse tenders based on past working history with a contractor.
- 2.4 The Municipality reserves the right to cancel the acceptance of any tender at any time.

**3. Late Tenders**

- 3.1 Tenders received after the time and date specified in Clause one (1) of the Instruction to Bidders shall not be open.

**4. Validity of Tenders**

- 4.1 A bidder may, without prejudice to themselves, withdraw their tender at any time up to within two (2) hours of the time specified in Clause one (1) of the Instruction to Bidders.

**5. Tender Limitations**

- 5.1 Oral and telephone tenders will not be considered.
- 5.2 Oral and telephone modifications to submitted tenders will not be considered. Modifications will only be accepted in writing by the means noted in Clause one (1) of the Instruction to Bidders prior to the tender deadline.
- 5.3 It is the responsibility of the bidder to inspect the project area and complete the tender documents in the required form.

**6. Tender Submissions**

- 6.1 All tenders shall be submitted on the bid form and include **ONLY** the following information:
- a) Price per cubic yard for Type 105 road traffic gravel to be stock piled at the noted locations in section 7 (**all costs, charges and taxes included**).
  - b) Price will be detailed as to the cost of gravel, cost to haul and stockpile (as noted on the tender form)
  - c) Proof of liability insurance of no less than \$2,000,000.00 and a letter of good standing from Saskatchewan Worker’s Compensation Board must accompany each submission.
  - d) Any tenders received without documents noted within section 6.1 b) may be considered incomplete.

## **7. Project Specification**

- 7.1 The Municipality is seeking 25,000 Cubic Yards of crushed Type 105 road traffic gravel to be stockpiled at SW 03-42-03-W3 (17,500 cubic yards at RM Landfill site off Highway 11) & Carlton Site (7,500 cubic yards at Hamlet of Carlton)
- 7.2 Gravel is to be hauled and fully delivered by March 31<sup>st</sup> 2025 (Known as the "Completion Date").
- 7.3 Supplier is responsible for proper permitting for hauling.
- 7.4 The RM may conduct random testing of quality during the hauling period.

## **8. Performance Bond**

- 8.1 Performance Bond in the amount of \$50,000 is required within 14 days of awarding the tender. Full amount will be returned if the project is completed by the "Completion Date". As set out in Section 7.2 of this document.
- 8.2 Should the haul not be completed by the "Completion Date" the bond will be forfeited to the RM.

## **9. Tender Omissions**

- 9.1 Council reserves the right to consider tenders with minor omissions provided that the bidder, if successful in the tender awarding, can rectify the omission within five (5) days of the tender being awarded.
- 9.2 Tenders not submitted on the prescribed bid form will be rejected.

## **10. Payment**

- 10.1 Payment may be made monthly as submitted with proof of hauling quantities and tickets provided with the invoice a week before any Regular Scheduled Council Meeting.
- 10.2 It is the responsibility of the supplier to be sure the R.M. has received the invoice to be added to the Accounts Payable for that month.