

INSTRUCTIONS TO BIDDERS

RURAL MUNICIPALITY OF LEASK NO. 464

RFP 2025 Gravel Hauling

1. Time & Place

1.1 Tenders must be submitted to the Rural Municipality of Leask No. 464 on or before January 8 /2025 at 4:00 pm local time. Tenders may be submitted by the following means:

- **In person** delivered to the RM Office 231, 1st Ave S Leask, SK
- **Emailed** with the subject line stating “Gravel Hauling” to rmleask.464@sasktel.net

1.2 Tenders will be reviewed at the Regular Meeting of Council on January 15/2025 at 1:30 p.m.

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 cancel the acceptance of any tender at any time before execution of the contract by all parties without any liability against the Municipality.

3. Late Tenders

3.1. Tenders received after the date and time specified in Clause 1.1 will not be considered.

4. Validity of Tenders

4.1. A bidder may, without prejudice to himself, withdraw his tender at any time up to within two (2) hours of the time specified in Clause 1.1. The tenders received will be valid for a period of fifteen (15) days from the date of the opening of the tender.

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 1.1.

6. Tender Submissions

6.1. All tenders must include the following information:

- A listing of the type and number of equipment/machineries to be used for the completion of the load, haul and placement of the gravel, along with a copy of valid liability third party insurance with a minimum of 2 million dollars coverage.
- Equipment listing shall include size, type and age.
- All equipment must have a current safety.
- A copy of an up-to-date clearance or letter of good standing with the Saskatchewan Workers' Compensation Board is to be included with the tender submission. Payment of Sask. WCB premium is the responsibility of the contractor.
- Evidence of insurance coverage on equipment.
- References for past 2 years.
- Fuel surcharge if applicable
- State price proposed per cubic yard loaded.
- State price proposal per cubic yard per mile loaded.
- Haul locations shall be: SE-28-48-08-W3
SW-26-45-07-W3
NE & NW-27-46-08-W3

7. Project Specifications

7.1 Gravel haul quantities shall be in accordance with the following quantities:

- Approx. 15,000 to 25,000 Cubic Yards to begin May 16/2025, completion July 31/2025

8. Tender Omissions

8.1 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. Labour, Material & Equipment

- 9.1. The successful bidder shall supply all supervision, labour, materials, equipment, tools, and all other things necessary for the complete supply of the work as indicated or intended by the specifications which form part of this document.
- 9.2. The price shall include the supply of all aspects necessary to complete the work.

10. Commencement and Completion of Work

10.1 Time will be of the essence of the Contract made with the successful bidder and the contractor will be required to comply strictly with the dates specified, subject to the terms of the contract. Penalty of \$500/day may be applied at the discretion of RM for late completion.

11. Goods & Services Tax & Provincial Sales Tax

11.1 The tender unit price shall not include Goods & Services Tax and/or Provincial Sales Tax.

12. Contract

12.1 If your signed tender is accepted by Council, the submitted tender will become a binding

contract.

TENDER DOCUMENT
RURAL MUNICIPALITY OF LEASK NO 464
Tender #2025-02 2025 Gravel Hauling

1. Name of Contractor: _____

Address of Contractor: _____

Phone Number(s): _____

Email: _____

2. Date of Submission: _____

3. State Prices for:

Gravel Loading	
Gravel Hauling	
Fuel Surcharge (if applicable)	
Mobilization charge (if applicable)	

4. List of the type of equipment/machinery to be used for the completion of the gravel hauling.

5. A copy of an up-to-date letter of good standing with the Saskatchewan Workers' Compensation Board is to be included with the tender submission. Payment of Sask. WCB premium is the responsibility of the contractor.

6. A copy of valid liability insurance and relevant insurance coverage for above-mentioned equipment/machinery is to be included with the tender submission.

7. Copies of job references for the past two years.

8. Start date: _____

Completion date: _____

9. Signature: _____