
INFORMATION TO BIDDERS

1. Tender 2023 – 04

Tender will be received by:

The Township of Asphodel-Norwood
c/o Candice White, CAO/Clerk/Treasurer
2357 County Road 45
Norwood, ON K0L 2V0

Heretofore referred to as “The Township”.

Tender Copies

Tender form is available online at www.antownship.ca as a pdf document or by contacting the Township Office.

Tender Closing

No later than **Friday, March 17, 2023 at 12:00 p.m. local time**. Hand delivered proposals will be received by the CAO/Clerk/Treasurer located at 2357 County Road 45, Norwood, ON clearly marked “Tender 2023-04”.

Late bids will not be considered. *Local time is according to the time clock located in the main reception area of the Township of Asphodel-Norwood Municipal Office, which will be deemed to be taken as conclusive (HR.:MIN.:SEC.). Late bids will be returned unopened to the Vendor.

2. Tender Award

Any tender may not necessarily be accepted as the Township reserves the right to reject any or all tenders.

Do not remove any pages from this tender document. Failure to return all pages with your bid may invalidate your bid.

3. Inquiry

Any questions regarding this tender should be directed to:

Seamus McDougall, Acting Manager of Community Centre/Parks/Facilities
88 Alma Street, Norwood, ON K0L 2V0
Phone: 705-639-2342
Email: smcdougall@antownship.ca

4. Investigate of Equipment

Bidders must satisfy themselves by personal examination of the equipment and by such other means, as they may prefer, as to the actual condition of the equipment. A site inspection may be arranged during normal business hours by contacting Seamus McDougall as per above.

5. Submission of Tender

Tenders must be submitted on the form of tender supplied by the Township.

Tenders must not be restricted by a statement added to the Tender form or by a covering letter, or by alterations to the Tender form supplied unless otherwise provided in the tendering document.

A designated signing officer of the bidding firm must sign the tender form. If a joint bid is submitted, it must be signed and addressed on behalf of each of the bidders.

Tenders must be legible, written in ink or typewritten. The person signing on behalf of each of the bidders must initial erasures, over-writing or strikeouts. Tenders must be submitted in individually sealed envelopes and must clearly identify the name of Individual/Company, address of Individual/Company, and tender number the outside of the envelope.

Tenders received after the closing time specified in the tendering documents will not be considered and will be returned unopened to the bidder.

6. Contract Documents and Order of Precedence

The contract documents shall consist of all the pages of the tendering documents issued by the Township, and the firm's tender. Do not remove any pages from the tendering document.

These documents, and portions thereof, take precedence in the order in which they are named above, notwithstanding the chronological order in which they are issued or executed.

7. Clarification of Tendering Documents

Any clarification of the tendering documents required by the Bidders prior to submission to the Township shall be requested through the Township. Any such clarifications so given shall not in any way alter the tendering documents, and the firm and the Township hereby agree that in no case shall oral arrangements be considered.

No officer, agent or employee of the Township is authorized to verbally alter any portion of these documents. During the period prior to submission of tenders, alterations will be issued to Bidders in the form of a written addendum. The Bidders shall list in its tender all addenda that were considered when its Tender was prepared.

8. Delivery

It shall be the responsibility of the successful bidder to make arrangement through the Township to have the purchased equipment picked up in a timely manner, at the cost of the successful bidder.

9. Pricing Requirement

Prices shall be in Canadian funds.

All prices tendered shall include applicable taxes, customs, duty, excise tax, freight, insurance and all other charges of every kind attributable to the work. Tax shall be shown as extra, unless otherwise specified.

10. Terms of Payment

Payment is to be made to the Township by the successful bidder upon the award of the equipment either by certified cheque or bank draft.

11. Defects

The Township is not responsible nor will accept any liability for any part of the equipment that is defective, deficient, or fails due to the defect in design, material or workmanship, or otherwise fails. Equipment will be picked up in, "as is" condition.

12. Bid Acceptance

The Township reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of Tender, and to award to one or more bidders submitting identical tenders as to price; to accept or reject any tenders in whole or in part; or to waive irregularities and omissions, if in so doing the best interests of the Township will be served. No liability shall accrue to the Township for its decision in this regard.

Tenders shall be irrevocable for 60 days after the official closing time.

The placing in the mail or delivery to the address given in this tender of a notice of award to a bidder by the Township shall constitute notice of acceptance of contract.

13. Tendering Procedures

Tenders will be called, received, evaluated, accepted and processed in accordance with the Township's purchasing and tendering procedures.

14. Disclosure

Two members of Township staff shall open the Tenders as soon as practical after the closing time. After the tender opening, requests may be submitted to the Township for the results, and only the names of bidders and total bid prices as read out at the Tender opening will be given in the reply.

NAME	
ADDRESS	
PHONE #	

SIGNATURE OF REPRESENTATIVE/INDIVIDUAL
--

DESCRIPTION	NUMBER AVAILABLE	BID PRICE PER UNIT	HST	TOTAL BID PRICE
Standard NHL hockey nets (used) • size 4' x 6' • netting in good condition	2			

Desired # of units (circle one): 1, 2
--

 Waiver Signed by Representative/Individual

 Date Items received from
 Township of Asphodel-Norwood

 Employee Signature

ATTENTION:

All items listed above are deemed surplus by the Township of Asphodel-Norwood because they have become antiquated, damaged, or taken out of service by attrition.