



THE CORPORATION OF CHAMPLAIN TOWNSHIP

QUOTATION FOR

**SUPPLY AND DELIVERY
OF WINTER SAND**

NO.: PWQ2019-01

CLOSING AT 3:00 P.M., TUESDAY, APRIL 23rd, 2019

Received at the:

**Champlain Township Administrative Office
Public Works Department
948 Pleasant Corner Road East
Vankleek Hill ON K0B 1R0**

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The Corporation of Champlain Township

Public Works Department
948 Pleasant Corner Road East, Vankleek Hill ON K0B 1R0
Tel: (613) 678-2125
Fax : (613) 678-3363

Quotation No: PWQ2019-01

Description: Quotation for Supply and Delivery of Winter Sand

Date Issued: April 1st, 2019

Closing Date/Time: Tuesday, April 23rd, 2019 before 3 P.M.

1. INSTRUCTIONS TO BIDDERS

1.1 Invitation

- a) The Public Works Department of Champlain Township is giving the opportunity to Contractors to submit prices for the Supply and Delivery of Winter Sand as specified in this Quotation document.

1.2 Queries / Addenda

- a) All queries regarding all aspects of this Quotation shall be addressed to the **Contracting Authority** below:

James McMahon
Director of Public Works
The Corporation of Champlain Township
948 Pleasant Corner Road East, Vankleek Hill ON K0B 1R0
Tel.: (613) 678-2125
Fax.: (613) 678-3363
E-mail: james.mcmahon@champlain.ca

- b) Inquiries must be received in writing (by e-mail) no later than seventy two (72) hours before date set for receipt of Bids in order to ensure adequate time remains to issue any required addenda. Addenda may be issued during bidding period. All addenda become part of the Quotation documents.
- c) Respondents are advised that all communications with the Township of Champlain related to this Quotation during the bidding process must be made directly and only with the **Contracting Authority**.
- d) The **Contracting Authority** will only make official modifications to the Quotation process, or to the actual "Terms of Reference" through official addendum issue. Any oral statement or other representation from any source should not be accepted as binding, unless confirmed through an official written addendum.
- e) No Officer, Agent or Employee of the Township of Champlain is authorized to alter orally any of this Quotation document. If it becomes necessary to revise, delete, substitute or add to any part of the Quotation document, a written addendum will be

issued. The Bidder must acknowledge reception of any addendum on the Bidding Forms of this Quotation document.

- f) The Bidder must acknowledge reception of any addendum on the Bidding Forms of this Quotation document.

1.3 Condition of Submission

- a) Sealed Bids must be submitted on the enclosed form(s) of this Quotation document and must be returned to the

**Township of Champlain Administrative Office
Public Works Department
948 Pleasant Corner Road East
Vankleek Hill ON K0B 1R0**

no later than **3:00 p.m. local time, on Tuesday, April 23rd, 2019** in a sealed envelope clearly identified as to contents with the Bid Label located in Appendix "B" at the end of this document. **(PLEASE USE LABEL AT END OF DOCUMENT.)**

- b) Sealed Quotation envelope shall include any and all addenda issued by the Township of Champlain, each duly signed by the Bidder.
- c) **Form 1 – Statement by Bidder** included in this Quotation document must be signed, sealed or witnessed and submitted with the Bid; otherwise the Bid will be rejected.
- d) Quotations will be opened in public immediately following Quotation closing.
- e) Offers submitted after the above time shall be returned to Bidder unopened.
- f) Offers sent by mail, fax or email shall be returned to Bidder unopened.
- g) The Quotation must be legible and all items must be bid with the unit prices for every item and other entries being fully clear. Quotations which are incomplete, unbalanced, conditional or obscure, or which contain erasures or alterations not properly initialled, or irregularities of any kind, may be rejected as informal or void.
- h) The Bid must not be restricted by a statement added to the Quotation Forms or a covering letter, or alterations to the Quotation Form provided by the Township of Champlain.
- i) Adjustments by email or letter to a Quotation already submitted will not be considered. A Bidder desiring to make adjustments to a Quotation must withdraw the Quotation and/or supersede it with a later Quotation submission.
- j) Quotations must be submitted on the Quotation forms supplied and must be properly signed and witnessed, or signed and sealed if the Bidder is a Corporation. If a joint Bid is submitted, it must be signed and witnessed on behalf of each of the Bidders and if the signing authority for each Bidder is vested in one individual, he shall sign separately on behalf of each Bidder.

- k) Bidders must satisfy themselves by personal examination of the sites and by such other means, as they may prefer, as to the actual conditions and requirements of the work.
- l) The estimate of quantities as shown in the Quotation request shall be used as a basis of calculation upon which the award will be made. These quantities are not guaranteed to be accurate and are furnished without any liability on the part of the Township of Champlain. Therefore, the Township shall not be penalized if more or less than the estimated amount is used.

1.4 Bid Submission

- a) Bidders shall be solely responsible for delivery of their Bids in manner and time prescribed.
- b) Submit one copy of executed offer on the Bidding Forms provided, signed and with corporate seal together with required security.
- c) Apply provided label to a large envelope and insert the following obligatory documents:
 - i) Quotation Form (1 of 3) – Bidding Form for Supply and Delivery of Winter Sand
 - ii) Quotation Form (2 of 3) – Bidder Information Form
 - iii) Quotation Form (3 of 3) – Statement by Bidder
 - iv) Certified Cheque
 - v) Certificate of Insurance and WSIB Clearance Certificate
- d) Improperly completed information and missing documents mentioned above may at discretion of Owner, be declared informal.
- e) Quotation prices are to be in Canadian funds and are to be exclusive of HST, which is to be added and shown separately, as applicable, on the form supplied.
- f) The Township of Champlain reserves the right to abandon, change or include all or any part of the work locations. Due to budget changes or restrictions, the Owner, or his Representative, without invalidating the Contract, may make changes by altering, adding to or deducting from the Work. In the case, of a reduction or alteration of the Work no compensation shall be made for profit or administrative fees to the Contractor.

1.5 Offer Acceptance or Rejection

- a) The award of this Contract is subject to the approval of The Corporation of Champlain Township. The Township reserves the right to reject the Quotation of any Bidder who does not furnish evidence of sufficient capital, plant, and experience to successfully execute the work in the specified time should such evidence be requested. The Township does not guarantee quantities and reserve the right to cancel any project due to budget restrictions.
- b) Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at

- discretion of the Owner, be declared informal.
- c) Bids completed in pencil will be rejected.
 - d) Bids with Bidding forms and enclosures which are improperly prepared may at the discretion of Owner, be declared informal.
 - e) Bids that fail to include security deposit, bonding or insurance requirements may at discretion of Owner, be declared informal.
 - f) The Bidder acknowledges that the Owner shall have the right to reject any, or all, Quotations for any reason, or to accept any Quotation which the Owner in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Quotation will not necessarily be accepted and the Owner shall have the unfettered right to:
 - (i) Accept a non-compliant Quotation;
 - (ii) Accept a Quotation which is not the lowest Quotation;
 - (iii) Reject a Quotation that is the lowest Quotation even if it is the only Quotation received;
 - (iv) **The Corporation of Champlain Township may reserve the right to extend the Contract for an additional 2 years upon a negotiated agreement.**
 - g) The Owner reserves the right to consider, during the evaluation of Quotations;
 - (i) information provided in the Quotation document itself;
 - (ii) information provided in response to enquiries of credit and industry references set out in the Quotation;
 - (iii) information received in response to enquiries made by the Owner of third parties apart from those disclosed in the Quotation in relation to the reputation, reliability, past working experience, and/or with the Township and other municipalities and capabilities of the Bidder;
 - (iv) the manner in which the Bidder provides services to others;
 - (v) the experience and qualification of the Bidder's senior management, and project management;
 - (vi) the compliance of the Bidder with the Owner's requirements and specifications;
 - (vii) innovative approaches proposed by the Bidder in the Quotation; and,
 - (viii) the Owner's policies relating to quotations and issuing contracts to third parties.
 - h) The Bidder acknowledges that the Owner may rely upon the criteria which the Owner deems relevant, even though such criteria may not have been disclosed to the Bidder. By submitting a Quotation, the Bidder acknowledges the Owner's rights under this Section and absolutely waives any right, or cause of action against the Owner and its consultants, by reason of the Owner's failure to accept the Quotation submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.
 - i) This Request for Quotation follows all terms and conditions as per The Corporation

Procurement Policy (By-law no. 2009-049). For reference, the procurement policy is available by contacting the Public Works Department at (613) 678-2125.

- j) Bids shall remain valid and open for acceptance by the Township for a period of ninety (90) calendar days, following the due date for receipt of Bids.

1.6 Security Deposit

- a) The Quotation must be accompanied by a **certified cheque** made payable to the Township of Champlain equal to or greater than ten (10) percent of the total bid by adding **the total contract prices of all locations (A, B, C, D), exclusive of taxes.**

The Township of Champlain will not accept a Bid Bond. Submission of a Bid Bond will disqualify the Quotation.

The certified cheque of the unsuccessful bidder(s) will be returned within seven (7) days from the date that the Municipal Council awards the contract.

The certified cheque of the successful bidder(s) will be retained by the Corporation of the Township of Champlain **until all estimated tonnage is delivered to all locations and the Owner is satisfied with the deliveries.**

DRAFT

2. QUOTATION FORM AND STATEMENT BY BIDDER

2.1 Bidding Form – Supply and Delivery of Winter Sand (1 of 3)

Township of Champlain – Public Works Department PWQ-2019-01 Supply & Delivery of Winter Sand Quotation Form					
Location "A" (Deliver 2,200 MT to Champlain Township, 1023 Pleasant Corner Road East, Vankleek Hill.)					
ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITIES	UNIT PRICE	Total Contract Price (excluding applicable taxes)
1A	Winter Sand	Metric Tonnes	2,200 MT	\$ _____ per MT	\$ _____
SPECIAL NOTE: THE TOWNSHIP OF CHAMPLAIN RESERVES THE RIGHT TO REDUCE OR INCREASE THE QUANTITY AT THE ABOVE QUOTED PRICE. <i>Lowest or any quotation not necessarily accepted.</i>					

Township of Champlain – Public Works Department PWQ-2019-01 Supply & Delivery of Winter Sand Quotation Form					
Location "B" (Deliver 4,000 MT to the Nation Municipality, 3248 County Road 9, Fournier.)					
ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITIES	UNIT PRICE	Total Contract Price (excluding applicable taxes)
1B	Winter Sand	Metric Tonnes	4,000 MT	\$ _____ per MT	\$ _____
SPECIAL NOTE: THE TOWNSHIP OF CHAMPLAIN RESERVES THE RIGHT TO REDUCE OR INCREASE THE QUANTITY AT THE ABOVE QUOTED PRICE. <i>Lowest or any quotation not necessarily accepted.</i>					

Township of Champlain – Public Works Department PWQ-2019-01 Supply & Delivery of Winter Sand Quotation Form					
Location "C" (Deliver 3,500 MT to the Township of Alfred and Plantagenet, 185 Old Highway 17, Plantagenet and 500 MT to 1950 Du Parc Street, Lefavre.)					
ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITIES	UNIT PRICE	Total Contract Price (excluding applicable taxes)
1C	Winter Sand	Metric Tonnes	3,500 MT	\$ _____ per MT	\$ _____
SPECIAL NOTE: THE TOWNSHIP OF CHAMPLAIN RESERVES THE RIGHT TO REDUCE OR INCREASE THE QUANTITY AT THE ABOVE QUOTED PRICE. <i>Lowest or any quotation not necessarily accepted.</i>					

Township of Champlain – Public Works Department PWQ-2019-01 Supply & Delivery of Winter Sand Quotation Form					
Location "D" (Deliver to United Counties of Prescott and Russell - 3 LOCATIONS: (1) 2337 County Rd 11 (Cassburn Road) L'Original (2) 582 County Rd 9, Plantagenet (3) 1543 Notre-Dame St., Embrun. **Each location will require 300 MT.**					
ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITIES	UNIT PRICE	Total Contract Price (excluding applicable taxes)
1D	Winter Sand	Metric Tonnes	900 MT	\$ _____ per MT	\$ _____

SPECIAL NOTE: THE TOWNSHIP OF CHAMPLAIN RESERVES THE RIGHT TO REDUCE OR INCREASE THE QUANTITY AT THE ABOVE QUOTED PRICE. *Lowest or any quotation not necessarily accepted.*

2.2 Bidder Information Form (2 of 3)

BIDDER INFORMATION FORM

Quotation No: PWQ2019-01
Description: Quotation for Supply and Delivery of Winter Sand
Date Issued: April 1st, 2019
Closing Date/Time: Tuesday, April 23rd, 2019 before 3 p.m.

BIDDER: _____
ADDRESS: _____

PHONE #: _____
EMAIL: _____
FAX #: _____
WSIB #: _____

We, the undersigned, agree (*upon acceptance by the Township of Champlain*) to fulfill the contract requirements in accordance with Quotation document PWQ2019-01, Quotation for Supply and Delivery of Winter Sand.

Dated at _____ this _____ day of _____ 2019.

NAME (print)

SIGNATURE

WITNESS (print)

SIGNATURE

(*AFFIX SEAL HERE*) **COMPANY:** _____

SIGNATURE: _____

TITLE: _____

DATE: _____

2.3 Statement by Bidder (3 of 3)

STATEMENT BY BIDDER

**La Corporation du Canton de
Champlain**

**The Corporation of Champlain
Township**

DÉCLARATION DU SOUMISSIONNAIRE

STATEMENT BY BIDDER

TITRE DU DOCUMENT DE SOUMISSION / *BID DOCUMENT NAME*: **Quotation for Supply and Delivery Winter Sand**

NUMÉRO DU DOCUMENT DE SOUMISSION (LE CAS ÉCHÉANT) / *BID DOCUMENT NUMBER (IF APPLICABLE)* : **PWQ2019-01**

1. J'ai (nous avons) examiné toutes les conditions indiquées dans les formules comprises dans le présent dossier de soumission et de la politique d'approvisionnement du canton de Champlain (*Règlement n° 2009-049*). / *I/We have reviewed all terms and conditions of all forms included as part of this Bid package and in the Champlain Township's Procurement Policy (By-law no. 2009-049).*
2. J'ai (nous avons) lu toutes les conditions indiquées dans les formules comprises dans le présent dossier de soumission ainsi que dans la politique d'approvisionnement du Canton (*Règlement n° 2009-049*) et j'en comprends (nous en comprenons) le sens. / *I/We have read and understand all terms and conditions of all forms included as part of this Bid package as well as in the Township's Procurement Policy (By-law no. 2009-049).*
3. Je m'engage (nous nous engageons), si notre soumission est acceptée, à satisfaire à toutes les exigences fixées à l'égard du soumissionnaire titulaire et décrites dans les formules de soumission ainsi que dans la politique d'approvisionnement du Canton (*Règlement n° 2009-049*), dans le délai prescrit et selon le format exigé. / *I/We understand that if our Bid is chosen, all requirements of the successful Bidder as outlined in this Bidding forms as well as in the Township's Procurement Policy (By-law no. 2009-049) will be completed by the time and in the format required.*

Fait à / *Dated at* _____ ce / *this* _____ jour de / *day of* _____ 2019.

Témoïn / *Witness*

Signature de la personne autorisée et sceau de la société (le cas échéant) / *Signature of Authorized Person and Corporate sealed (if a Corporation)*

Poste / *Position*

Signature (dans le cas d'un particulier, et non dans le cas d'une société) / *Signature (if an individual – not a Corporation)*

3. GENERAL CONDITIONS

3.1 Definition of Authority

- a) Wherever the word "Township", "Corporation", "Public Works" or "Owner" appears in this Contract, it shall be interpreted as meaning the "Department of Public Works of the Corporation of Champlain Township."

3.2 Payments to Contractors

- a) **When each Location below is satisfied with the total estimated tonnage delivered as per the Bidding Form on page 8, itemized invoices must be sent to the PUBLIC WORKS DEPARTMENT of each Location.**

Location A – Township of Champlain, 948 Pleasant Corner Road East, Vankleek Hill, ON K0B 1R0

Location B – Nation Municipality, 958 Route 500 West, Casselman ON K0A 1M0

Location C – Township of Alfred and Plantagenet, 205 Old Highway 17, Plantagenet, ON K0B 1L0

Location D – United Counties of Prescott and Russell, 59 Court Street, P.O Box 304, L'Orignal, ON K0B 1K0

- b) Harmonized sales tax (HST) must be shown separately on all invoices.
- c) Should spread material not meet specifications following on site testing and material is considered to be unsatisfactory at the discretion of the Owner. The Owner may decide to not consider the Bidder and/or the specific quarry for future and upcoming request for winter sand.

3.3 Standards

Please refer to Appendix "A" - OPSS 1004 Table #12 – Winter Sand Gradation Requirements Table.

3.4 Scope of Work & General Provisions

The Company awarded the Quotation will be required to provide samples of the sand. These samples will be tested to ensure it meets the "Gradation Requirements for Winter Sand" as per OPSS 1004 Table #12 (Appendix A).

Location A (Champlain Township): Once the Contract has been awarded, please contact James McMahon at (613) 678-2125 to make delivery arrangements.

Location B (Nation Township): Once the Contract has been awarded, please contact Marc Legault at (613) 524-2932 to make delivery arrangements.

Location C (Township of Alfred & Plantagenet): Once the Contract has been awarded, please contact Roch Hébert at (613) 673-4797 to make delivery arrangements.

Location D (UCPR): Once the Contract has been awarded, please contact Guy Tessier at (613) 675-4661 ext. 3103 to make delivery arrangements.

In the event that the Townships or UCPR would run out of product (winter sand) the Contractor will guarantee delivery of the required tonnage within 48 hrs at the same rate as quoted in PWQ2019-01.

3.5 Contractor's Liability

- a) The Contractor shall be responsible for all damages caused by him or his employees, agents or any workers or persons employed by him, or under his control, or arising from the prosecution of the work, or by reason of the existence or location or condition of work or any materials, plant or machinery used there on or therein, or which may happen by reason of his failure or the failure of those for whom he is responsible, to do or perform any or all of the several acts or things required to be done by him or 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/client basis.
- b) In the event that the Quotation is accepted within the time provided and the Bidder's failure to fulfil any of the requirements stipulated herein, or, in the event of any purported withdrawal of the Quotation within the time limit set forth, the damages sustained by the Corporation as a result of the Bidder's default, shall be assessed as being the difference between the amount of this Quotation and the estimated cost to the Corporation of having the work done and materials supplied by any other means the Corporation judges appropriate.

3.6 Third Party Claims

- a) The Corporation shall have the right to retain, out of any monies payable by the Corporation to the Contractor under this Contract, the total amount outstanding from time to time of all damage claims by third parties arising out of this Contract which have not been settled by the Contractor or his insurers. For the purpose of this paragraph, a claim has been settled if a payment has been made to and accepted by the claimant and a complete release obtained from him or if the claim has been fully investigated and a complete denial of liability has been made to the claimant.

3.7 Workplace Safety & Insurance Board (WSIB) and Worker's Rights

- a) The Contractor shall ensure they retain WSIB coverage and are in good standing for the duration of the Contract. Prior to the release of any portion of the holdback, the Contractor shall provide to the Township of Champlain, a Clearance Certificate for the Workplace Safety and Insurance Board with the effective date following the completion of the Contract.
- b) The Contractor will abide by the hours of Work and minimum wage rates for occupations involved in accordance with the regulations of the Ministry of Labour and/or other appropriate legislation of the Province of Ontario, and/or the Government of Canada.

- c) The Contractor shall be responsible for and shall pay any dues and assessments payable under *The Workplace Safety & Insurance Act*, *The Unemployment Insurance Act* or any other *Act*, whether Provincial or Dominion in respect to all employees or operators. The Contractor shall, upon request, furnish the Corporation with satisfactory evidence that he has complied with the provisions of any such *Act*.

3.8 Liability Insurance

- a) Notwithstanding the provisions of this Contract and in addition hereto, the Contractor shall provide and maintain at his own expense a policy of insurance issued by an insurance company incorporated or licensed to conduct insurance business in the Province of Ontario during the entire period of the Contract.
- b) **The Quotation submission shall include a certificate of insurance to produce evidence satisfactory to the Township. The policy must contain:**

Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the supplier while carrying out the work associated with the Quotation. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause

Such insurance shall add the Township of Champlain, as Additional Insured with respect to the operations of the supplier. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The supplier shall indemnify and hold the Township of Champlain harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the supplier, their officers, employees or other persons for whom they are legally responsible.

The above noted policies shall not be cancelled, altered or lapsed unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the change or cancellation.

3.9 Assignment or Sub-Contract

- a) The whole or any part of the Contract arising from this Quotation may not be assigned or sub-contracted without the specific written consent of the Township, and, if provided, such sub-contract shall incorporate all of the terms, conditions and liabilities that can reasonably be applied to the prime Contract.

3.10 Quotation Ability and Experience

- a) No Quotation will be considered from any Bidder who is not known to be skilled and regularly engaged in work of a character similar to that covered by Drawings and Specifications. Past working experience with the Township (Owner) and other

municipalities will be taken into consideration. In order to aid the Owner in determining the responsibility of any Bidder, the Bidder shall, within forty-eight (48) hours after being requested in writing by the Owner to do so, furnish evidence satisfactory to the Township as to the Bidder's experience and familiarity with work of character specified and his financial ability to execute properly the proposed work to completion within specified time.

4. APPENDIXES

4.1 Appendix A - Winter Sand Gradation Requirements Table

OPSS 1004 - Table #12
Gradation Requirements for Winter Sand

Sieve Size	Gradation (LS-602), Percent Passing
9.5 mm	100.0 (Note 1)
6.7 mm	97 – 100
4.75 mm	90 – 100
2.36 mm	50 – 95
1.18 mm	20 – 90
600 µm	0 – 70
300 µm	0 – 35
150 µm	0 – 15
75 µm	0 – 5.0

Notes:

1. In addition to LS-602, to be confirmed by visual inspection of the stockpile.
- A. The minimum size of the test sample shall be 5 kg. Following oven drying, the sample shall be sieved on the 9.5 mm, 6.7 mm, and 4.75 mm sieves. Material passing the 4.75 mm sieve shall be split to an appropriate size according to LS-602 for subsequent washing and fine sieving. The final grading shall be calculated according to LS-602 as the percentage of material passing each sieve based on the total mass of the oven dried sample.

4.2 Appendix B - Bid Label and Instructions

✂ ✂	✂ ✂
Compagnie/Company _____ _____	FERMETURE / CLOSING: Mardi le 23 avril, 2019 à 15 h Tuesday, April 23rd, 2019 at 3:00 P.M.
SOUSSION – NE PAS OUVRIR / QUOTATION – DO NOT OPEN	
Retourner à / Return to:	Township of Champlain Administrative Office Public Works Department 948 Pleasant Corner Road East Vankleek Hill ON K0B 1R0
Description:	QUOTATION FOR SUPPLY & DELIVERY OF WINTER SAND - PWQ2019-01 Service des travaux publics / Public Works Department
Check List:	Mandatory documents to be submitted: <ul style="list-style-type: none"><input type="checkbox"/> Quotation Form (1 of 3) – Bidding Form for Supply & Delivery of Winter Sand<input type="checkbox"/> Quotation Form (2 of 3) – Bidder Information Form<input type="checkbox"/> Quotation Form (3 of 3) – Statement by Bidder<input type="checkbox"/> Certified Cheque<input type="checkbox"/> Certificate of Insurance and WSIB Clearance Certificate
✂ ✂	✂ ✂

INSTRUCTIONS:

The Bidder is to clearly identify its name and address on the reserved section titled "**Compagnie /Company**".

The Bidder is to affix this label in a visible manner on top of a **SEALED** package containing all the required documents.