

## **TENDER DOCUMENT FOR RURAL MUNICIPALITY OF ST. CLEMENTS**

### **INVITATION TO TENDER**

#### **RFQ-PW2026-07 HARD SURFACE ASPHALT PATCHING**

**The Rural Municipality of St. Clements is accepting Request for Quotation for the supply and install of asphalt patching on Municipal hard surface roads throughout the RM of St. Clements, as per road list in the appendices. The material is to be installed as per the included specifications. The Municipality expects the works to be completed within 40 working days of award.**

**Tender Close:        10:00 am local time, on Thursday, June 18, 2026**

**Tender Open:        on Thursday, June 18, 2026**

**The Rural Municipality of St. Clements invites quotations on the following:**

Supply and install hard surface asphalt patching in various areas of the Municipality.

**Detailed RFQ packages complete with specifications are available to interested bidders at the Public Works Office, between the hours of 8:00 am to 3:30 pm, Monday to Friday. You can call 204 482-4539 to register and have the package sent to you. Any questions or concerns can be directed to:**

**Sean Collins  
Project Technician  
155 CIL Road (highway 509)  
East Selkirk, MB  
[www.rmofstclements.com](http://www.rmofstclements.com)  
Phone: (204)-482-4539**

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**RM OF ST. CLEMENTS**  
**RFQ PW2026-07**  
**HARD SURFACE ASPHALT PATCHING**

**SECTION 1 INSTRUCTION TO BIDDERS**

**1. SUBMISSION OF QUOTATION**

Each Quotation must be submitted in a sealed envelope to:

RM of St. Clements  
Att: Mr. Sean Collins  
155 CIL Road (Highway #509)  
East Selkirk, Manitoba  
R0E0M0

The outside of each envelope must be clearly labeled, “RFQ PW2026-07 HARD SURFACE ASPHALT PATCHING”.

**GENERAL INQUIRIES**

General inquiries may be directed to the Contract Administrator:

Mr. Sean Collins, Project Technician, 204-482-4539

**2. PERFORMANCE SECURITY**

The Owner may request that the successful bidder shall provide and maintain with the Owner, a Performance Bond in the amount of twenty five percent (25%) of the total bid price in a form satisfactory to the Owner.

This item shall be priced separately in Section 6 Bid Price Form.

If required, the successful bidder shall provide the required Performance Bond prior to the contract commencement date and shall remain in force until the date of certified completion by the Contract Administrator. These costs would then be **added** to the costs of the tender.

**3. RFQ CLOSE**

RFQ close at **10:00 am, Thursday, June 18, 2026**, at the Office of the Public Works Department, at the address indicated above. RFQ’s received later than the time stipulated herein shall not be accepted and will be returned unopened.

#### **4. ACCEPTANCE OF TENDER**

The Bidder agrees that their Tender is to continue open to acceptance and irrevocable for fifteen (15) calendar days and that the RM of St. Clements, herein referred to as “Owner” may, at any time within fifteen (15) days of the date of the tender closing, accept this Tender, whether any other tender has been accepted or not.

The Owner may reject a tender, if the tender is incomplete, obscure, conditional or contains additions, deletions, alterations and/or other irregularities.

#### **5. CONTRACT COMMENCEMENT**

The commencement date for this work can be anytime following written notification by the Owner giving verification of the award of the contract.

#### **6. CONTRACT COMPLETION**

The Contractor shall complete the work within 40 working days of being awarded. The Contractor shall complete the entire project in accordance with the specifications referred to herein.

The Contractor will provide the Owner with a Schedule of activities, indicating commencement and completion of the various phases of the project. The schedule shall provide enough detail to the satisfaction of the Owner and shall not be changed without written consent from the Owner. The schedule will also include weekly regular meetings between the Contractor and Owner or the Owner’s representative.

If the project is not completed by the completion date stated above, the contractor shall pay the RM of St. Clements five hundred dollars (\$500.00) per day, for each day, or part there of, the project is not completed, unless written approval from the Owner to change the completion date is granted.

#### **7. ADDENDA**

Addenda, bulletins, or corrections issued during the time of Tender are to be included in the Tender and shall become part of the Contract.

#### **8. PRICES**

The Bidder shall provide a price for each item of Work identified in Section 6 Bid Price Form. The work shall be measured and paid for on a unit price basis. The units to be measured and paid for shall be as identified on Section 6 Bid Price Form. The quantities listed on Section 6 Bid Price Form are to be considered approximate only. The Owner will use the said quantities for the purposes of comparing bids. The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor. The unit price shall exclude the Goods and

Services Tax, which shall be extra where applicable. Provincial Sales Tax is to be included in the unit priced.

Any work required that does not have a unit price will be considered an extra. All extra work is to be agreed upon and be understood in writing before the said extra work commences. The price for any extra work shall also be understood in writing prior to the commencement of said work.

## **9. DISCREPENIES, OMISSIONS, INVESTIGATION**

Prospective bidders finding discrepancies in, or omissions from the tender documents, or having any doubt as to the meaning or intent of any part thereof, should at once notify the Contract Administrator, who will send written instructions or explanations.

The Bidder is responsible for:

- examining the Tender Documents and all documents included or referenced herein;
- investigating the nature of the Work to be done;
- investigating all conditions, whether at the Site or elsewhere, that might affect his Tender or his performance of the Work.

The Bidder may view the Site without making an appointment.

## **10. REJECTION OF RFQ**

The Owner reserves the right to accept any RFQ, to reject any or all RFQs, to waive defects, or to accept any offer which it may consider to be in the best interest of the Owner.

The lowest RFQ may not necessarily be accepted.

## **11. INSURANCE**

The Contractor shall, during the term of the contract, maintain a comprehensive general liability policy in a minimum amount of \$2,000,000.00, all-inclusive. Such policy shall name the RM of St. Clements as an additional insured, contain a cross liability clause, and shall indicate the type of operation to be performed. Said policy should have deductibles of no more than \$2,500.00. **Policy deductible amount to be stated.**

All insurance premiums shall be borne by the Contractor. Deductibles for damage caused by the Contractor shall also be borne by the Contractor. The Contractor shall provide a certified copy or certification of insurance, of the aforesaid insurance policy prior to the contract commencement date.

## **12. DAMAGE CLAIMS**

The Public Works Manager or his designate will investigate all claims for damage. The decision of the Owner's representative as to whether damage was foreseeable or unforeseeable shall be final and binding upon the Contractor.

Where damage is caused to private property, the contractor shall promptly supply the RM of St. Clements specific information as to dates, time, location, type of equipment and other related information as requested by the RM, to assist in determining responsibility.

## **13. OVERTIME AND HOLIDAYS**

The Contractor may be asked or required to perform extended shifts and to perform on holidays. The Contractor shall not be entitled to overtime rates in either case. The Contractor will not receive any other rate other than the unit price tendered. Any overtime premium paid to the employee (s) of the Contractor, is the sole responsibility of the Contractor. Notwithstanding that the Contractor may be required by law to pay an overtime premium to his/her employees.

## **14. SAFETY REQUIREMENTS**

The Contractor shall maintain all equipment in good working order and shall perform all obligations expressed and implied in this RFQ, in a good, safe, and workmanlike manner. All work shall be carried out in accordance with the safety requirements set forth in the latest revision of the employment safety regulations of the Employment Safety Act. The Contractor shall provide proof of Worker's Compensation coverage within seven (7) calendar days from the date of award of contract, and prior to commencement of said contract.

## **15. QUALIFICATIONS**

Each Bidder shall be prepared to submit the following information on request of the Owner:

- i) Proof that he/she is incorporated or authorized to do business in Manitoba.
- ii) Proof that he/she is financially capable of carrying out the terms of the Contract.
- iii) Proof that he/she has successfully carried out Work, similar in nature, scope, and value, or is fully capable of performing the Work required to be done in accordance with the terms of this Contract.
- iv) Proof that his/her Sub-contractors (if applicable) have successfully carried out Work, similar in nature, scope and value, or is fully capable of performing the Work required to be done in accordance with the terms of this Contract.
- v) Proof that Workers Compensation covers all persons who will be undertaking the Work or any portion thereof.
- vi) Such other pertinent data as may be required by the Contract Administrator.

Bidders shall provide, on request of the Contract Administrator, full access to any of the Bidder's facilities to evaluate the Bidder's ability to perform the Work.

The Bidder shall complete the Section 3 Qualification Form, giving a list of previously completed work, similar in nature, scope and value, in sufficient detail to demonstrate his qualifications to undertake this Work.

## **16. SUBCONTRACTING**

Sub-contracting is not allowed.

## **17. EQUIPMENT**

The Bidder shall complete the Section 4 Equipment Form, giving a list of equipment that the Contractor proposes to carry out the normal operations of the contract and any alternative equipment that may be used.

## **18. UTILITIES**

It is the Contractor's responsibility to understand any implications underground or overhead utility lines or cables may represent and any additional cost due to any implications posed by these utilities shall be borne entirely by the Contractor.

## **19. WARRANTY**

The Contractor shall, at his/her sole cost and expense, maintain all Work against any and all defects or deficiencies for the entire warranty period.

Unless otherwise specified, the warranty shall include the following as a minimum:

- i) Repair and/or replace all defects in any part (materials and/or workmanship) of the construction process.
- ii) Item I will remain in effect for 1 calendar year from the final completion of all the work required.

At least four (4) weeks prior to the expiration of the warranty period, the Contractor and the Owner (or his/her representative) shall jointly inspect the Work. Upon approval by the Owner, the Warranty clause will be terminated in writing.

## **SECTION 2 SPECIFICATIONS**

### **1. GENERAL SPECIFICATIONS**

All construction, drainage and pavement work shall conform to the City of Winnipeg standard specifications, with the exception the word "Engineer" shall be replaced with the phrase "the Owner or their designate", unless otherwise specified here within.

### **2. PROJECT LOCATION AND SCOPE OF WORK**

The project scope of work is asphalt patching done by mechanical paver on various located within the RM of St. Clements. List of work areas is included in section 7. Bidders are to familiarize themselves with the work area, as some travel between patches is required. Work is to be done in accordance with the City of Winnipeg Spec for asphalt patching.

### **3. HARD SURFACE ASPHALT PATCHING / OVERLAY**

Asphalt will be placed at approximately 30 to 50mm over existing conditions to help maintain road surface until reconstructed. The asphalt will be placed and compacted in areas where the road surface shows signs of rutting or alligator cracking. Some of the existing conditions may require more than 50mm of asphalt in the whole or rut. The edges of the patch or overlay will taper into existing conditions to allow smooth transition for traffic. Asphalt will be a Type 1A CW-3410 or equivalent approved by the RM of St. Clements. Asphalt should be installed as per industry and City of Winnipeg standards.

### **4. EXCAVATED ASPHALT PATCHING**

Excavated asphalt patching will be excavating the existing material approximately 100mm (4") below the current asphalt surface, remove the material off site and replace with asphalt specified in the contract supplied by the contractor. The normal scope of this work is gravel that has been placed as a temporary patch in an area of the existing asphalt where the RM replaced a culvert through the roadway. The asphalt will be installed using the same specs in this tender. The finished surface shall be slightly above or flush with the existing asphalt surface to allow for a smooth transition for traffic and proper drainage. The approximate amount of asphalt in tonnes is given in the bid form for this work. The rate of payment shall include but not limited to the excavating and removal of existing material off site (local disposal), grading, packing, and installation of asphalt material. This will be paid on a per tonne basis using the provided scale tickets.

### **5. BASIS OF PAYMENT**

There shall only be one unit for bases of payment, and that shall be by the metric tonne provided by scaled tickets from each load of all patches or overlays installed and shall include materials, labor, equipment, traffic control, safety, clean up and preparation of each application as well as any other items that may be required for the described work herein.

### **6. TESTING**

Materials used in this project will be subject to laboratory testing by the Owner. These tests will be done at random. The Contractor will provide all samples at no charge to the Owner. The Owner shall be responsible for the cost of all original testing. If any material test does not meet the specifications described herein, the work and/or materials will be rejected. At such time a new test is ordered, the Contractor will be responsible for any costs incurred for the additional testing.

**8. HOURS OF OPERATIONS**

The normal hours of operation shall be between 7:00 am and 7:00 pm, Monday to Friday (excluding statutory holidays). Permission, understood in writing, is required to work outside the normal hours of operation.

**9. TRAFFIC CONTROL**

The Contractor is responsible for controlling all traffic, as per City of Winnipeg Provision CW 1100-R4. The Contractor will provide flagman and appropriate traffic control devices the Owner deems necessary during respective phases of construction. In cases where residents will be detoured or not have access to their properties by means of vehicle, the Contractor will submit a detailed plan to the Owner, prior to commencement of any work, indicating proposed detours and appropriate signage, including a time table so that residents can be properly notified of construction detours. Appropriate signage must be placed far in advance to inform the Public of upcoming detours and shall explain alternate routes available.

**SECTION 3 QUALIFICATIONS FORM**

List Bidders previous experience of previous work performed similar in nature and scope. (minimum of 4 different jobs)

Company Name	Contact Name	Contact Phone number	Value of contract	Year completed

**SECTION 4 EQUIPMENT FORM**

List all equipment to be used to perform the works, include the year of equipment, serial number, make and model, and any alternative equipment that could be used in the case of a breakdown.

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**SECTION 5 ASPHALT TYPE**

List MATERIALS to be used to perform the works.

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**SECTION 6 BID PRICE FORM**

ITEM	DESCRIPTION	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1	Asphalt Patching	Tonne	98		
2	Excavated Asphalt Patching	Tonne	2.6		
3	25% Performance Bond	Lump sum	1		N/A

(G.S.T. extra where applicable, do not include in bid price) Sub-Total \_\_\_\_\_

\_\_\_\_\_  
Name of Bidder

**SECTION 7 LIST OF ASPHALT PATCH ROADS**

List of Roads	Approximate tonnage per road
ARENA ROAD	0
BOARD WALK	0
BRICK WAY	0
BRIDGEVIEW DRIVE	6.5
CHURCH ROAD	0
CHURCH ROAD SOUTH	0
CORONATION ROAD	0
CREEK PLACE	0
DANKO DRIVE	0
DEBRA AVENUE	0
DONALD ROAD	0
DUNNING ROAD	29.0

DUNNING ROAD EAST	0
FERRY ROAD	9.6
FRANK STREET	1.8
GEORGE STREET SOUTH	10.7
KIRKNESS ROAD	7.5
LEAH AVENUE	0
MARVIN GARDENS	0
MCKAY ROAD	0
MILLER CREEK ROAD	0.6
NANTON ROAD	0
NICHOLAS STREET	0
OLD HENDERSON HIGHWAY	0
OLD RIVER ROAD	4.2
PARK PLACE	0
PARKVIEW AVENUE	0
QUARRY ROAD	0
READGAN ROAD	4.0
REBECK ROAD	0
ROAD 86N	0
ROAD 87N	0
ROCKHAVEN ROAD	19.7
ROMAN DRIVE	0.9
SHALOM PATH	0
SPRUCE DRIVE	0
STRATHCONA ROAD	0
WACHAL DRIVE	0
WELLINK DRIVE	0

<b>100mm Excavated Asphalt Patch</b>	<b>Approximate tonnage per road</b>
CORONATION ROAD	2.6

A map will be provided showing approximate locations of hard surface patching on the below roadways along with a more detailed list. The RM has budget requirements and may increase or decrease the quantities by 20% pending the prices received. These changes will be within the same or similar scope to the roads above.

**SECTION 8 AGREEMENT FORM**

The undersigned agrees, should this RFQ PW2026-07 be accepted, to faithfully perform all work necessary or incidental to the completion of the herein described project, in accordance with the specifications provided by the RM of St. Clements. Failure to do so may require the Contractor to forfeit the performance bond.

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2026

\_\_\_\_\_  
Name of Bidder (please print)

\_\_\_\_\_  
Witness as to Bidder  
(if not sealed)

Per: \_\_\_\_\_  
Bidder's Signature (Sealed)

\_\_\_\_\_  
Address

Bus: \_\_\_\_\_ Res: \_\_\_\_\_  
Telephone Number