

TOWN OF LEADER

Request for Quote (RFQ)

Solicitation Number: [TRA-2026-02](#)

Date of Issue: [April 23, 2026](#)

RFQ Title: [Asphalt Patch Paving and Resurfacing](#)

1.0 REQUEST FOR QUOTES DETAILS

1.1 Purpose of the RFQ

Town Contact: Erin Romanuik, CAO

Email: cao@leader.ca

The purpose of this Request for Quotes (RFQ) is to obtain bid submissions (Bids) from interested, qualified firms (Proponents) who are capable of undertaking the project for the Asphalt Patch Paving and Resurfacing for the Town of Leader (the Town).

1.2 Project Timeline and Completion Requirements

The work shall be completed during the 2026 construction season, typically between May and October, subject to weather conditions.

Proposed Timeline:

- **RFQ Issued:** April 23, 2026
- **Submission Deadline:** May 14, 2026
- **Contract Award:** May 19, 2026

The successful contractor shall coordinate with the Town regarding scheduling. Specific locations and quantities will be provided prior to commencement.

Contractors must be able to:

- Mobilize within a reasonable timeframe after notification
- Complete repairs within mutually agreed timelines
- Minimize disruption to traffic and residents

The Contractor shall notify the Town when work areas are completed so inspection and acceptance can occur.

1.3 Pricing

Proponents shall provide pricing based on **asphalt volume supplied and installed**, rather than by surface area.

The submitted bid shall include the unit price per **tonne** of hot mix asphalt supplied, placed, and compacted.

The unit price shall include all associated costs including, but not limited to:

- Material supply
- Transportation and hauling
- Equipment and labour
- Placement and compaction
- Site preparation and cleanup

Where asphalt patching is required at varying depths, the Contractor will consult with the Town to determine the approximate quantity of asphalt required based on the dimensions of the repair area and depth of placement.

The Town will compensate the Contractor based on the actual quantity of asphalt installed, as confirmed by weigh tickets or other acceptable documentation.

Proponents may include additional pricing for:

- Asphalt milling (per square meter or per hour)
- Saw cutting (per linear meter)
- Equipment hourly rates if required for additional work

1.4 Scope of Work

The work will generally consist of, but is not limited to, the following:

- Asphalt patching of deteriorated sections of roadway;
- Milling, preparation, and resurfacing of existing asphalt surfaces where required;
- Supply, placement, and compaction of hot mix asphalt;
- Cutting and removal of damaged asphalt areas prior to patching;
- Preparation of base and subgrade where required to ensure proper installation;
- Compaction of asphalt to industry standards to ensure durability and longevity of the repair;
- Traffic control measures necessary to safely complete the work; and
- Hauling and disposal of removed materials off-site unless otherwise directed by the Town. (Materials will be hauled to a storage facility within 1 km of town.)

Work locations and quantities will vary throughout the project period. Specific locations and required depths of asphalt will be identified by the Town and the Contractor during a site visit prior to work being undertaken.

All work shall be completed in accordance with applicable provincial specifications, municipal standards, and industry best practices. Contractors shall supply all labour, equipment, materials, and supervision necessary to complete the work.

The Town reserves the right to adjust quantities, add or remove locations, or cancel portions of the work as operational and budget requirements dictate.

2.0 SUBMISSION INFORMATION

- a) **Electronic Submissions Only** - Bids must be received online, via email to the designated Town Contact no later than:

12:00 pm on May 14th, 2026

- b) Proponents, may edit or withdraw a submitted Bid at any time up to the official closing time. Proponents are solely responsible to:
- make any required adjustments to their Bid;
 - acknowledge any addendums; and
 - ensure the re-submitted Bid is RECEIVED by the designated Town Contact no later than the closing date and time.
- c) The Town reserves the right to accept or reject any and all Bids. The Town further reserves the right to award the contract as split-order, lump sum or individual-item basis, or such combination as shall best serve the interests of the Town in the opinion of the Town Contact, unless otherwise stated.
- d) Bids are to remain firm for acceptance for a period of 90 days from the closing time and date.
- e) Bids containing prices which appear to be unbalanced as to likely affect the interest of the Town adversely may be rejected.
- f) The acceptance and award of the RFQ and execution of an agreement, contract or purchase order may be subject to approval by Town of Leader Council.
- g) By submitting a Bid, the Proponent acknowledges and accepts all terms and conditions in this Bid solicitation document.

3.0 TERMS AND CONDITIONS

3.1 Questions/Addenda

- a) All questions, inquiries and clarifications regarding this Bid are to be submitted via email to the Town Contact. Inquiries must not be directed to other Town employees or Elected Officials. Submitting inquiries to anyone else other than the designated Town Contact may result in your Bid being rejected.

- b) The Town assumes no responsibility for any verbal (spoken) information from any Town staff or from any Consultant firms retained by the Town, or from any other person or persons who may have an interest in this Bid.
- c) Amendments or changes to this Bid prior to the closing date and time stated herein will only be in the form of written addenda issued by the Town Contact on the bid posting platform (Town Website, SaskTenders, etc.). It is the Proponent's sole responsibility to inform itself of any posted addenda. Proponents must acknowledge that all addenda have been received in "Appendix A – Schedule of Prices and Submission Form".
- d) The Town makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a Bid, the Proponent acknowledges and agrees that is the sole responsibility of the Proponent to check for said addenda.
- e) Where request results in a change or a clarification to the Bid, the Town will prepare and issue an addendum. Addendum will not be issued within 48 hours prior to closing – not including Saturdays, Sundays and Statutory Holidays observed by the Town for regular business hours with the exception of an addendum postponing the closing or cancelling of this Bid. Proponents that have submitted Bids prior to the date and time cut-off for addenda issuances are solely responsible for submitting a complete new Bid acknowledging any said addenda prior to closing date and time of the Bid Solicitation.

3.2 Cancellation

- a) The Town reserves the right, at its absolute sole discretion, to cancel this contract with 30 days written notice, without cause and without penalty.
- b) The Town reserves the right, at its absolute sole discretion, to cancel this contract with 7 days written notice, with cause and without penalty.

3.3 Successful Proponent Responsibilities

The Successful Proponent shall be responsible for and give adequate attention to the performance and completion of the work in accordance with the terms of this Bid and the specifications hereto. The Successful Proponent shall be responsible for the supply of all labour, materials, and equipment necessary to complete this project.

3.4 Warranty and Deficiency Correction

The Contractor shall guarantee all asphalt patching, paving, and resurfacing work for one (1) year from date of completion.

During the warranty period, the Contractor shall repair deficiencies including:

- Premature cracking
- Settlement or depressions
- Pothole formation within patched areas
- Delamination or asphalt surface failure
- Pooling of water, improper drainage, or surface irregularities resulting from the asphalt placement that prevent normal runoff of surface water.

If deficiencies are identified, the Town will notify the Contractor in writing and the Contractor must correct them within a reasonable timeframe.

If the Contractor fails to make the repairs, the Town may complete the work and recover costs from the Contractor.

The warranty does not apply to damage caused by utility cuts, extreme weather events, or other factors beyond the Contractor's control.

4.0 EXECUTION REQUIREMENTS

Subject to an award of the contract, the Successful Proponent is required to submit a Clearance Certificate from the Workplace Compensation Board to the Town within ten (10) working days.

If the Successful Proponent for any reason, defaults or fails in any matter or item, the Town reserves the right to accept any other Bid, advertise for new quotations or carry out the work in any way as the Town may, at its sole discretion, deem best

APPENDIX A – SCHEDULE OF PRICES & SUBMISSION FORM

1.1 Instruction to the Proponents

The Proponent hereby Bids and Offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, hereinafter stated. GST is additional.

Paving areas will be determined after the contract is awarded, at the discretion of the Town and according to the Town's Operating Budget.

1.2 Proponent Information

Company Name:	
Address:	
City, Province:	
Postal Code:	
Contact Person and Title:	
Contact Phone Number:	
Contact E-mail:	

1.3 Asphalt Patch Paving

Line Item	Description	Unit	Unit Price
1	Supply, place and compact hot mix asphalt	Per Tonne	
2	Asphalt milling	Per m ³	
3	Saw cutting asphalt	Per m ²	
4	Equipment hourly rate (if required)	Per Hour	
5	Equipment hourly rate (if required)	Per Hour	

1.4 Acknowledgment of Non-Binding Procurement Process

The Proponent acknowledges that the BID process will be governed by the terms and conditions of the BID, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the Town and the selected Proponent have executed a written contract.

1.5 Addenda

The Proponent deemed to have read and accepted all addenda issued by the Town prior to the Deadline for Issuing Addenda. The onus remains on Proponents to make any necessary amendments to their quote based on the addenda. The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line:

Proponents who fail to complete this section will be deemed to have received all posted addenda.

1.6 Disclosure of Information

The Proponent hereby agrees that any information provided in this quote, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this quote by the Town retained for the purpose of evaluating or participating in the evaluation of this quote.

1.7 Contractor Declaration

I/We hereby certify that the information provided in this quote is accurate and that the above prices include all labour, materials, equipment, transportation, and other costs necessary to complete the work described in this Request for Quotes.

Signature of Contractor

Print Name/Title

Date