

Request for Quotation



RFQ DR-2025-02

Request for Quotation for Drain Maintenance

Date of Issue: Friday September 19, 2025

Submission Deadline: Wednesday October 8, 2025, at 2:00PM EST

The Township of North Glengarry is seeking submissions from qualified contractors to provide quotations for municipal drain maintenance.

Please Note:

- The Township of North Glengarry reserves the right to award each quotation individually.
- Where quoted pricing is similar, the awarding of work may also take into consideration time constraints and availability. As such, work may be awarded separately in order to ensure timely completion.
- The lowest or any quotation will not necessarily be accepted.

1.0 SCOPE OF WORK

Bidders are required to investigate the site(s) indicated in the attached appendix to ensure they have an appropriate understanding of the requirements for the work.

Additional work on the existing project(s) shall be extended or reduced at the hourly rate provided, if required. This will be dependent on the Township's budget restrictions and determined at the Township's sole discretion. All work shall conform to the OPS General Conditions of Contract and Ontario Provincial Standards and Specifications which are not attached to this request for quotation but are considered integral to the quotation and contract in addition to the specifications contained herein.

1.1. Drain Maintenance

- Drain maintenance shall be completed as per Schedule A and as directed by the Township (see attached maps).
- This work includes the supply of all labour and equipment necessary to complete the work in accordance with the Contract unless otherwise provided herein.
- Includes all traffic control required to complete the project.
- Contractor is responsible for locates through Ontario One Call.
- Any and all preparation work will form part of the scope of work.
- Work shall be completed by December 15, 2025.
- Quantities are estimates only. Actual quantities will be compensated at the hourly rate specified by the bidder regardless of the estimates contained within this quotation form.

1.2. General Standard Constraints

Ensure that all work be undertaken in strict accordance with all current editions of all health and safety legislated requirements including, but not limited to:

- the OHSA and regulations;

- the *Environmental Protection Act*;
- the Ontario Drainage Act; and
- all applicable acts, regulations, codes, standards et cetera, both general and specific to any given project.

2.0 QUOTATION INFORMATION

2.1. The quotation must be submitted on the forms provided, which shall be completed electronically and shall be duly executed by the signing officer(s) of the corporation. Quotations may be invalidated if the forms are not properly or fully completed. All blanks must be legibly and properly filled in on the printed forms supplied for that purpose. If a bid for an item is no cost, enter nil or 0.

2.2. Submissions must be returned by email to drainage@northglengarry.ca.

No later than 2:00:00 PM local time on October 8, 2025

2.3. Quotations which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected.

3.0 UNBALANCED QUOTATIONS

3.1. Each item shall be quoted at a reasonable price for such item. Under no circumstance will an unbalanced quotation be considered. The Township will be the sole judge of such matters and should any quotation be considered unbalanced; the Township will reject it.

4.0 EXECUTION OF CONTRACT

4.1. Quotations shall be open for acceptance for a period of **ninety (90)** days after the closing date. After this time the quotation can only be accepted with the consent of the successful bidder.

4.2. The successful bidder shall execute the contract documents and furnish the required documentation within 10 calendar days of notification of Acceptance of Quotation.

4.3. Insurance Requirements

Prior to award of contract, the successful Bidder shall provide the following:

- Clearance from the **Workplace Safety and Insurance Board (WSIB)**;
- **Proof of General Liability Insurance** in the amount of **\$2,000,000 (Minimum)**;
- **Proof of Vehicle Liability Insurance** in the amount of **\$2,000,000 (Minimum)**;

- 4.4. Failure by the successful bidder to meet the above requirements will entitle the Township to cancel the award of the contract. The Township may then elect to award the contract to another bidder or take such action as they see fit.

5.0 INTERPRETATION OF QUOTATION DOCUMENTS

- 5.1. Bidders shall carefully examine all documentation that encompasses this request including but not limited to specifications, addenda and drawings in order to satisfy themselves as to all conditions affecting the scope of work. No claim for additional costs will be entertained on the grounds of misrepresentation, nor on the grounds that any promise or guarantee was given or provided by the Township.
- 5.2. If a bidder finds discrepancies, omissions, irregularities or is in doubt as to the meaning, the bidder shall contact the Township representative named in this document who may send an addendum to all bidders. The Township cannot be held liable for any oral explanation or interpretation provided.
- 5.3. Bidders attempting to contact Township staff or elected officials other than the contact(s) indicated within this request, for whatever reason during the bid process, are advised that such action may result in their disqualification from the process.

6.0 QUOTATION INQUIRIES

- 6.1. All communication (including clarification required from a technical perspective and/or from a purchasing perspective) between the Corporation of the Township of North Glengarry and prospective bidders MUST BE in writing format via email.
- 6.2. Bidders are encouraged to email their questions to drainage@northglengarry.ca. No verbal instructions or verbal information will be binding on the Corporation of the Township of North Glengarry. Oral instructions shall not be considered valid unless they are confirmed in writing.
- 6.3. Responses to inquiries will be provided no later than 48 hours before closing.

7.0 CONTRACT AWARD

- 7.1. This contract shall be subject to award by Council based on budgetary restrictions and allocations. This contract award shall be subject to a holdback. **Each form of quotation will be awarded individually.**

- 7.2.** The Township will retain 10% from each invoice to satisfy the conditions of the Construction Act. Upon the passing of 60 days, the contractor shall supply the Township with a Statutory Declaration that all bills and sub-contractors are paid. This holdback shall be payable upon final acceptance of the project work, signed off by the Director of Finance, a submission of a statutory declaration from the contractor, certificate of insurance, WSIB certificate and an advertisement in a construction publication by the contractor indicating release of the Township related to the project.

8.0 INSPECTION

- 8.1.** The Township will inspect and evaluate the project upon completion. Identified defects in workmanship or quality shall be at the discretion of the Township. The Township retains the right to rely on such findings in order to enforce provisions in the contract and quotation.

9.0 GENERAL CONDITIONS

9.1. Insurance

The Contractor shall keep in force for the duration of the Contract, **Public Liability and Property Damage Insurance in an amount not less than \$2,000,000.00** without limiting the foregoing; such insurance coverage shall include Comprehensive General Liability, Contractual Liability, Personal Injury and Contingent Liability with respect to Sub-Contractors.

9.2. Workplace Safety & Insurance Board Certificate of Clearance

The Contractor shall produce a Workplace Safety & Insurance Board Certificate of Clearance Form from time to time when requested by the Township and prior to final payment under the Contract. If the Contractor is unable to produce clearance as required because it claims it is an independent operator, with no insurable workers and is otherwise unable to obtain a clearance, it shall submit to the Township written confirmation from the Workplace Safety & Insurance Board of its status as an independent operator for the Contract, within seven (7) business days of receipt by the Contractor of the notification of the award. If the Contractor does not produce such confirmation, the Township may, at its sole discretion, terminate the Contract.

9.3. Assignment

The Contractor shall not assign the Contract or the proceeds without the written consent of the Township.

9.4. Taking the Work Out of the Contractor's Hands

- 1) Where the Contractor becomes bankrupt or insolvent, delays commencing or diligently executing the work, abandons the work or has otherwise failed to perform any of the provisions of the Contract, the Township may, without previous notice and without process or suit of law, take the work out of the hands of the Contractor and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, the Township may use all monies due on the Contract to correct or complete the work.
- 2) Where the work or any part thereof has been taken out of the Contractor's hands, the Contractor shall not be entitled to any further payment, including payments then due and payable but not paid, and the obligation of the Township to make payments shall be at an end. The Contractor shall be liable upon demand of the Township, to pay the Township an amount equal to all loss and damage suffered by the Township by reason of the non-completion of the work by the Contractor.

9.5. Indemnity

The Contractor shall indemnify and save harmless the Township and its respective officers and agent from all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, occasioned by or attributed to the activities or omissions of the Contractor or those for whom the Contractor is responsible in performing the Contract.

9.6. Interpretation

If any question arises regarding meaning, intent or other matter required by the Contract, the question shall be decided by the Township.

9.7. Permits, By-Laws

The Contractor agrees to abide by all laws, rules, regulations, by-laws, ordinances and legal requirements, codes and orders of the municipality where the project is situated.

9.8. Co-Operation

The Contractor agrees to co-operate with the Township and arrange for all work to be expedited with the minimum inconvenience to all parties, and report in writing any difficulties encountered in expediting the work.

9.9. Protection

The Contractor agrees to provide adequate protection to public and property (flashing blue light, back up beeper, etc.) and to use caution to protect existing buildings, equipment, plant materials, lawns, etc., from any damages resulting from performing work on this Contract. Any damages to be repaired without costs to the Township.

9.10. Integrated Accessibility Standards Regulation (IASR)

Pursuant to the Accessibility for Ontarians With Disabilities Act, 2005, Regulation 191/11 (the Act), the Contractor shall ensure that all of their employees, agents, volunteers, or others who will be involved in providing service on behalf of the Township, receive training about the provision of goods and services provided to people with disabilities.

Schedule "A"
Quotation Form

The scope of work for each drain will include a bottom cleanout, spreading, hardpan removal, brushing, culvert cleanouts and culvert replacements as necessary. All material will be provided by the Township of North Glengarry including culverts. Township of North Glengarry staff will oversee all work.

The following is a list of drains that require maintenance:

- ☐ Crooks-MacLeod Drain, Fraser Branch
- ☐ St. Denis Drain
- ☐ K. D. Campbell Drain
- ☐ R. Massie Branch

Please indicate which drains you are willing to provide an hourly price to complete maintenance on and attach the corresponding quotation form.

Schedule "A"
Quotation Form

Municipal Drain: Crooks-MacLeod Drain, Fraser Branch

Length: 2,821 meters

Work to be Completed: The scope of work for each drain will include a bottom cleanout, spreading, hardpan removal, brushing, culvert cleanouts and culvert replacements as necessary.

All material will be provided by the Township of North Glengarry including culverts. Township of North Glengarry staff will oversee all work as required.

See Attached Map

Note: All material will be provided by the Township of North Glengarry including culverts.

Price per hour: _____

Price valid until: _____

Company Name: _____

Address: _____

Phone Number: _____ Email Address: _____

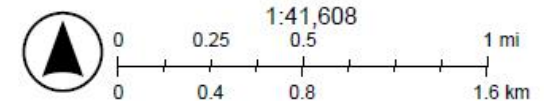
Contact Name: _____

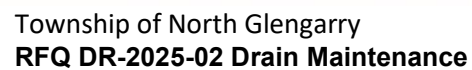
Date: _____ Signature _____

I have the authority to bind the company

Submission must be returned by email to drainage@northglengarry.ca, no later than 2:00:00 PM local time October 8, 2025.

Crooks-MacLeod Drain, Fraser Branch





Schedule "A"

Quotation Form

Municipal Drain: St. Denis Drain

Length: 4383 meters

Work to be Completed: The scope of work for each drain will include a bottom cleanout, spreading, hardpan removal, brushing, culvert cleanouts and culvert replacements as necessary.

All material will be provided by the Township of North Glengarry including culverts. Township of North Glengarry staff will oversee all work.

See Attached Map

Note: All material will be provided by the Township of North Glengarry including culverts.

Price per hour: _____

Price valid until: _____

Company Name: _____

Address: _____

Phone Number: _____ Email Address: _____

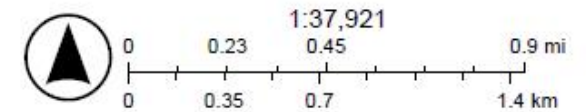
Contact Name: _____

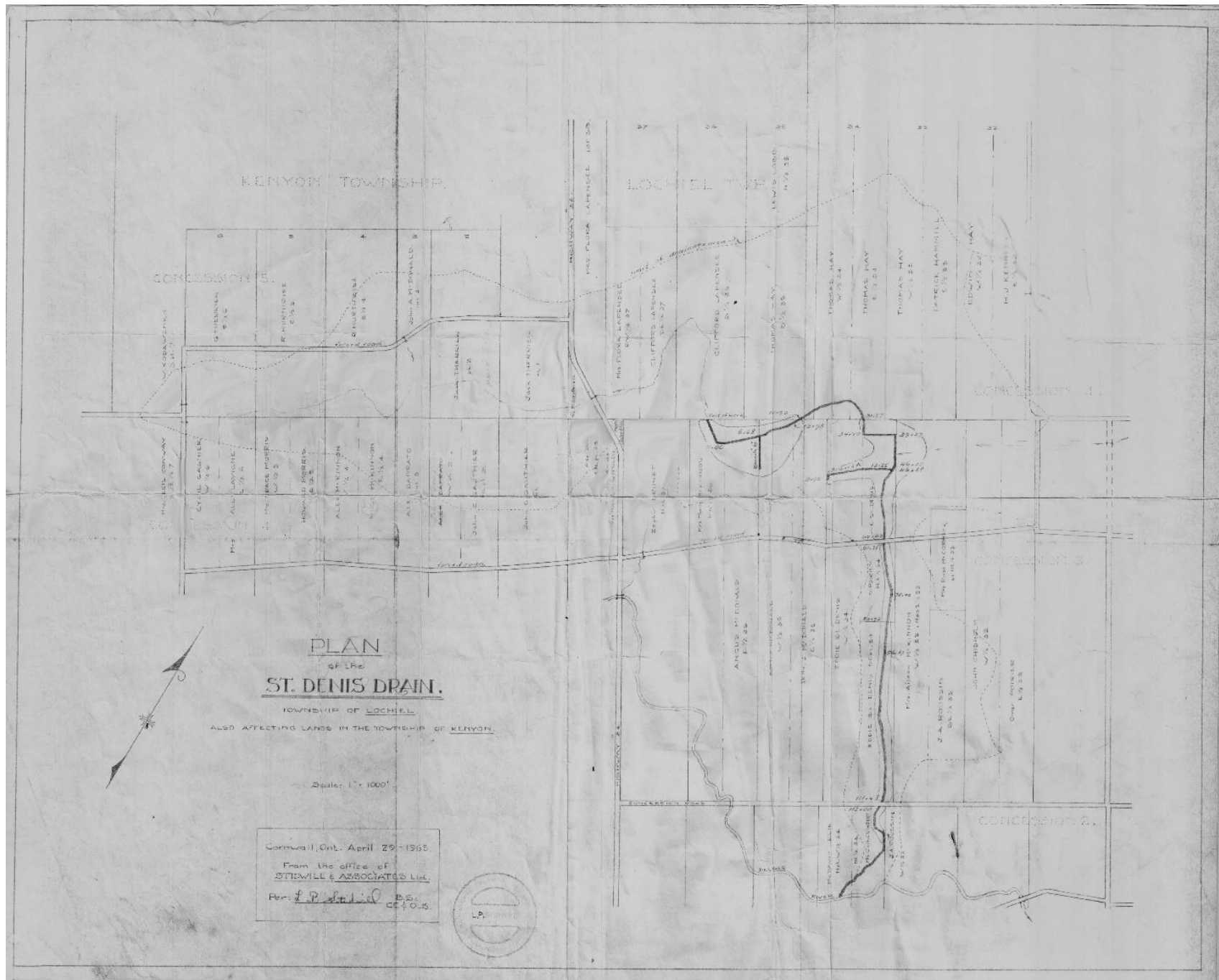
Date: _____ Signature _____

I have the authority to bind the company

Submission must be returned by email to drainage@northglengarry.ca, no later than 2:00:00 PM local time October 8, 2025.

St. Denis Drain





Schedule "A"

Quotation Form

Municipal Drain: K. D. Campbell Drain

Length: 2238 meters

Work to be Completed: The scope of work for each drain will include a bottom cleanout, spreading, hardpan removal, brushing, culvert cleanouts and culvert replacements as necessary.

All material will be provided by the Township of North Glengarry including culverts. Township of North Glengarry staff will oversee all work.

Riprap and bank stabilisation is required. Please note, the drain extensions and spur are not included in this work.

See Attached Map

Note: All material will be provided by the Township of North Glengarry including culverts.

Price per hour: _____

Price valid until: _____

Company Name: _____

Address: _____

Phone Number: _____ Email Address: _____

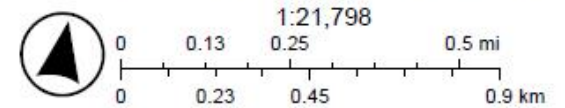
Contact Name: _____

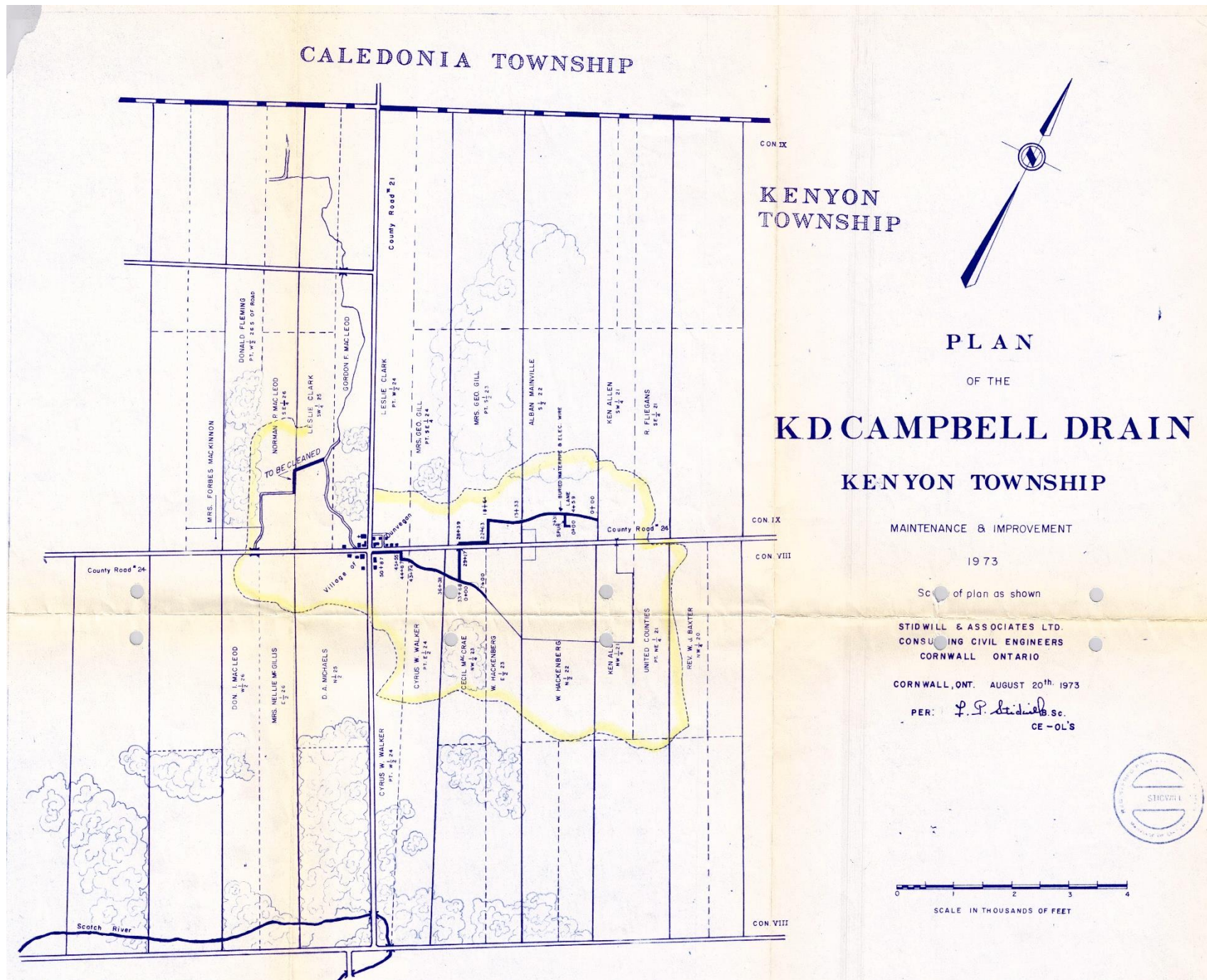
Date: _____ Signature _____

I have the authority to bind the company

Submission must be returned by email to drainage@northglengarry.ca, no later than 2:00:00 PM local time October

K.D. Campbell





Schedule "A"
Quotation Form

Municipal Drain: South Lagrasse Drain, R. Massie Branch

Length: 3018 meters

Work to be Completed: The scope of work for each drain will include a bottom cleanout, spreading, hardpan removal, brushing, culvert cleanouts and culvert replacements as necessary.

All material will be provided by the Township of North Glengarry including culverts. Township of North Glengarry staff will oversee all work.

See Attached Map

Note: All material will be provided by the Township of North Glengarry including culverts.

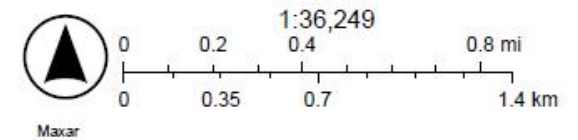
Price per hour: _____

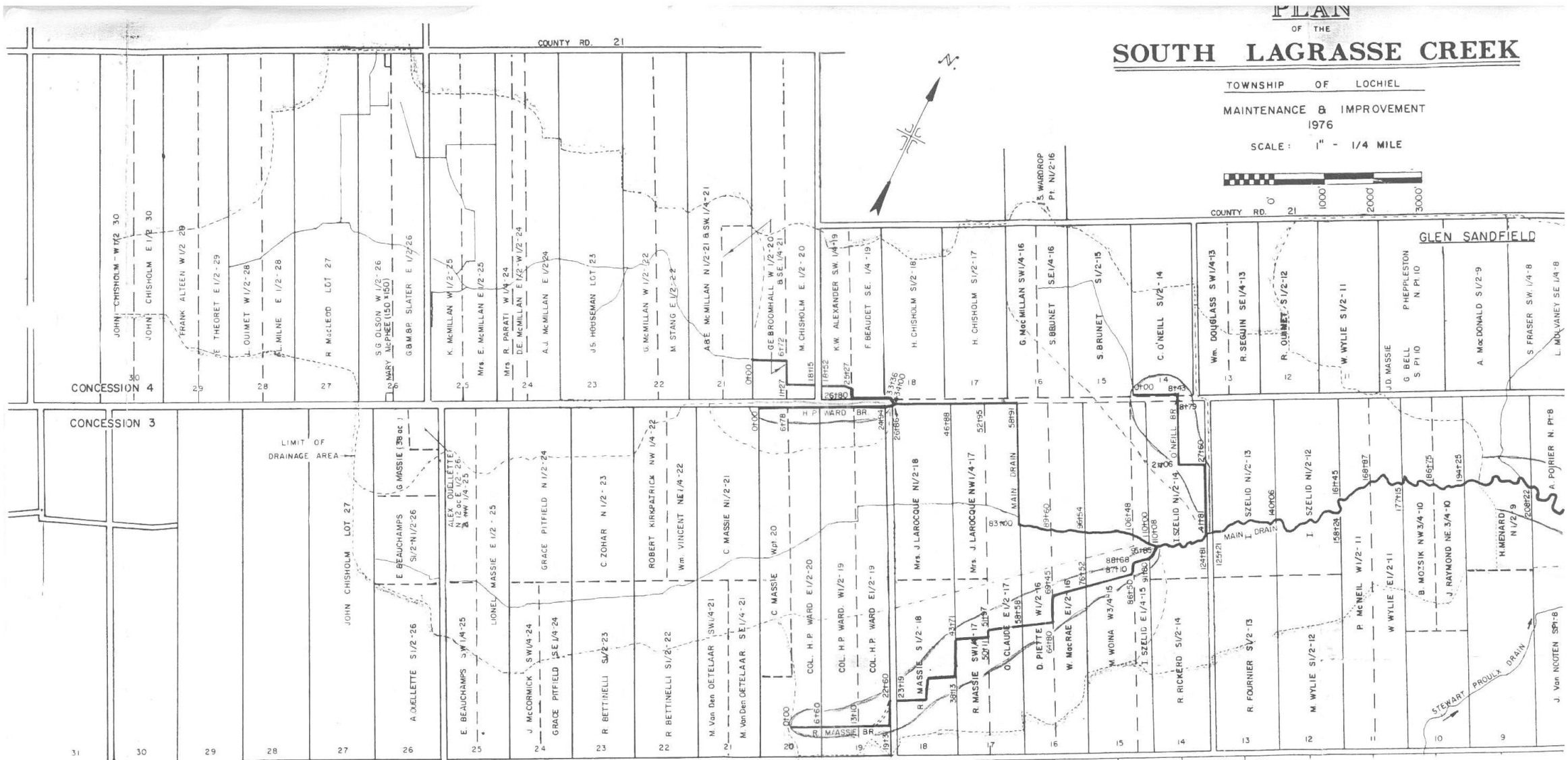
Price valid until: _____

Company Name: _____	
Address: _____	
Phone Number: _____	Email Address: _____
Contact Name: _____	
Date: _____	Signature _____ <i>I have the authority to bind the company</i>

Submission must be returned by email to drainage@northglengarry.ca, no later than 2:00:00 PM local time October 8, 2025.

South Lagrassie Creek Drain - R. Massie Branch





Schedule “B”

SPECIAL PROVISIONS

These Special Provisions shall apply and be part of the Contract and shall take precedence over all Plans and Specifications pertaining to this Contract.

OPSS SPECIFICATIONS

Please note that all OPSS specifications and drawings shall apply to applicable items in this Contract unless amended in this specification section.

COMMENCEMENT AND SCHEDULING

No work shall start until the Contractor is notified by the Corporation to begin and the Corporation reserves the right to discharge the Contractor if unsatisfactory work or material is being supplied in the opinion of the Director of Public Works or designate.

ADDITIONAL WORK

Additional work to that listed may be required and it shall be paid at the hourly rate listed.

DELETION OF WORK

Deletion of work listed in the Contract may be required. Reduction to Contract value will be based on reduced quantities at the unit price for the appropriate item of the Quotation Form.

UTILITY LOCATES AND NOTIFICATION

The contractor will be responsible for all locates required on this project and all notifications required to carry out the project. This includes the Ministry of Labour Notice of Project (if required).

**AGREEMENT
FOR
Township of North Glengarry – Drain Maintenance**

THIS AGREEMENT made the _____ day of _____ 2025.

BY AND BETWEEN

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
hereinafter called the "CORPORATION" of the First Part, and

a Company duly incorporated under the laws of the Province of Ontario and having its Head
Office at

in the Municipality of

hereinafter called the "CONTRACTOR" of the Second Part,

WITNESSETH that the Corporation and Contractor undertake and agree as follows:

The Contractor shall:

1. Execute and perform the whole of the work herein mentioned with due expedition and in a thoroughly workmanlike manner, in strict accordance with the provisions of this Contract and the said Specifications and General Conditions and the plans therein referred to, and are made part of this Contract as if embodied therein, and that in the execution and performance of the said work, the said Contractor carry out, perform, observe, fulfil and abide by all the covenants, agreements, stipulations, provisions, and conditions mentioned and contained in the said specifications and fulfilled by the said Contractor to the same extent and as fully as if each of them was set out and specifically repeated herein.
2. Indemnify and keep indemnified and save harmless the said Corporation and each of its officers, servants, and agents from and against all actions, suits, claim executions and demands which may be brought against or made upon the said Corporation, its officers, servants and agents, and from all loss, costs, charges, liens, damages and expenses which may be paid, sustained or incurred by the said Corporation, its officers, servants and agents by reason of or on account of a consequence of the execution and performance of the said

work or the non-execution or imperfect execution thereof or of the supply or non-supply of plan or material thereof.

3. Complete, as certified by the Contract Administrator, all work on or before **December 15, 2025**.
4. The said Corporation covenants with the said Contractor that if the said work, including all extras in connection there-with shall be duly and properly executed as aforesaid, and if the said Contractor shall carry out, perform, observe, fulfill, keep and abide by all the covenants, agreements, stipulation provisions, terms and conditions of this Contract, the said Corporation will pay the said Contractor therefore the contract price mentioned in said tender (which is to apply to all extras of the character specified in the schedule of rates forming part of the said tender), such payment to be made in the manner and subject to the drawbacks, and liquidated damages mentioned in the said Special General Conditions upon estimates or certificates signed by the Township Official issued in accordance with Section GC8.02 of the General Conditions incorporated with and made part of this Contract, PROVIDED, that no money shall become due or be payable under this Contract unless and until an estimate or certificate therefore shall have been signed by the said Engineer as herein proved, the possession of which is hereby made a condition precedent to the right of the Contractor to be paid or to maintain any action for such money or for any part thereof, PROVIDED that the said Corporation shall not be liable or compelled to pay for any extras or additional work not included in this Contract, except only in the manner and as provided for herein, PROVIDED ALSO, that the said Corporation shall not be liable or compelled to grant or issue any estimate or certificate for work rejected or condemned by the said Engineer or to pay any money therefore until the work so rejected or condemned has been replaced by new material and workmanship, to the written satisfaction of the said Engineer and it is hereby expressly provided that the granting of any estimate or certificate, or the payment of any monies thereunder, shall not be construed as an acceptance of any bad or defective work or material, to which the same relates, or as an admission of liability to pay any monies in respect thereof, and shall not in any manner lessen the liability of the Contractor to replace such work or material although the condition of the same may not have been known to, or discovered by the said Engineer at the time such estimate or certificate was granted or monies paid thereon.
5. It is understood and agreed between the parties hereto as follows: That this agreement and the covenants and conditions herein, and in the said General Conditions contained shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns, of the said Contractor and the said Corporation respectively.
6. And it is further understood and agreed between parties that the Contract Administrator has the authority granted by Council to fully administer all aspects of this Contract, up to and including termination, in accordance with the contract provisions.

IN WITNESS WHEREOF the Contractor and the Corporation have hereto affixed their corporate seals duly attested by the hands of their proper signing officers in that behalf on the day first above written.

Contractor (Company/Firm)

Signing Officer for Contractor

Name: _____

Title: _____
I have authority to bind the corporation

The Corporation of the Township of North Glengarry

Mayor – Jamie MacDonald

Interim CAO/Clerk – Timothy J. Simpson

We have the authority to bind the corporation

SIGNED, SEALED AND DELIVERED

In the presence of

Witness

Required if not a registered Ontario corporate company.