



Rideau Lakes

The Township of Rideau Lakes
Request for Quotations (RFQ)

Garbage Tag Labels

RFQ PW2026-15

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1.0 Information to Supplier

General Description

The Township of Rideau Lakes is seeking quotes from qualified proponents to supply and deliver 225,000 garbage tag labels as per the Scope of Work outlined in this document.

Inquiries During RFQ Period

All inquiries relative to these RFQ documents shall be directed to:

Ben Rothwell
Works and Facilities Coordinator
brothwell@rideaulakes.ca

No information provided orally by the Township shall be binding, nor shall it alter the requirements in any way.

Quote Submission

The supplier shall comply with the following instructions. Those failing to do so may be subject to disqualification.

Quotes shall be made in response to the information within section 1.0 and include the completed forms provided in section 2.0. Proposals shall be properly labeled with the quote number 'PW2026-15' and submitted no later than the Closing Date and Time.

Quotes will be received until 3:00p.m. E.S.T., April 2, 2026. It is the Bidder's responsibility to ensure that the submission is received by the Township prior to the submission deadline.

All submissions received will be held, unopened, and in strict confidence until after the closing date and time. There will be no public opening, results will be shared with all bidders.

All submissions must be clear and legible, and made in ink. All items shall be bid according to the any instructions in this document and with entries made for a unit price, lump sum, extensions and totals as appropriate.

Submissions that are incomplete, illegible and obscure or have reservations, erasures, alterations, additions not called for, or irregularities of any kind may be rejected. Erasures, overwriting or strikeouts are to be initialed by the person signing for the Supplier.

The forms must be signed in the space provided by an authorized official of the Supplier. If a joint bid is submitted, it must be signed on behalf of each Supplier. Quotes must be mailed to or dropped off at the below address.

Ben Rothwell
Township of Rideau Lakes
1439 County Road 8
Delta ON K0E 1G0

Price Submission

The price shall include total costs, in Canadian Dollars. All prices in Form “B” Quote Form shall not include HST.

Cost of Submission

The Township will not be liable nor reimburse any Supplier for any costs incurred in developing a quote submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this RFQ.

Terms of Payment and Invoices

The Township shall pay for services supplied upon receipt of an itemized invoice received by the Township of Rideau Lakes, noting the name of the project. Generally, the Township of Rideau Lakes’ terms of payment are net thirty (30) calendar days upon receipt of invoice. Direct invoices to:

Ben Rothwell
Works and Facilities Coordinator
brothwell@rideaulakes.ca

Scope of Work

The Work includes the supply and delivery of 225,000 garbage tag labels. The tags are to be delivered to the municipal office located at 1439 County Rd 8, Delta ON K0E 1G0. The labels are to be 16cm x 2.5 cm, folded every 5 labels in stacks of 1000, consecutively numbered, gloss label with adhesive. Labels should also be row perforated. Numbering for the labels is to begin with 1600001 and continue sequentially from there. Labels are to look identical to the current labels, pictured below. Please also see a mock up of the tag design in the attachment titled “Garbage Tag Design 2026”.



2.0 Submission Forms

Form "A" – Supplier's Information Form

File No. PW2026-15

Company _____

Name of Firm or Individual (Hereafter referred to as "Supplier")

Address _____

City _____ Postal Code _____

Telephone _____ Fax _____

Name _____

Name of Person Signing for Firm (please print)

Position _____

Email _____

Signature _____

HST No. _____

Dated at _____ this _____ day of _____, 2026.

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE

Form "B" – Quote Form

**QUOTE FORM
PW2026-15**

Please complete the chart noted below and submit as a quote form:

DESCRIPTION	COST (HST excluded)
Supply and delivery of 225,000 garbage tag labels (including any shipping costs)	
TOTAL	
HST	
GRAND TOTAL	

Company Name: _____

Dated at _____ this _____ day of _____, 2026.

Bidder's Signature: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE

Form “C” – Tax Compliance Declaration

I/We hereby certify that, _____ at the time of submitting this
(Legal Name of Company)

Quote, is in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Dated at _____ this _____ day of _____ 2026.

(An Authorized Signing Officer)

(Title)

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE