



Rideau Lakes

Request for Proposals (RFP) Roadside Mowing

PW2026-8

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1.0 Information to Bidder

General Description

The Township of Rideau Lakes maintains approximately 460 centreline kilometres of rural roads that require roadside mowing at different times throughout the year.

Bids are hereby requested for the service of roadside mowing along Township roads in 2026.

Scope of Work

This agreement may not be assigned or subcontracted in whole or in part by the Contractor, without prior written consent of the Manager of Roads and Drainage.

All work is subject to Council budget approval. The Township reserves the right to discontinue this RFP process and review at any time and not move forward with awarding a contract.

The successful bidder must have the ability to complete one round of mowing within two weeks. Subject to budget availability, two rounds of two mower widths will be completed each season.

Equipment must **not** be over five years old.

Minimum swath width of 2.1 metres (7 feet).

Must be multi-disk type mowers.

Please note that daily records must be kept and submitted weekly.

Completed locations will be inspected by the Manager of Roads and Drainage or his/her designate.

The Township retains the right to negotiate with suppliers on any procurement.

Maps available upon request.

Optional Contract Extensions

Prior to January 1, 2027, the contractor will advise the Corporation of The Township of Rideau Lakes, in writing, whether or not they are prepared to offer the same services for the 2027 roadside mowing and The Township will accept or reject this offer prior to March 1, 2027.

Prior to January 1, 2028, the contractor will advise the Corporation of The Township of Rideau Lakes, in writing, whether or not they are prepared to offer the same services for the 2028 roadside mowing and The Township will accept or reject this offer prior to March 1, 2028.

Inquiries During RFP Period

All inquiries relative to these RFP documents shall be directed to Dan Chant, Manager of Roads and Drainage at dchant@rideaulakes.ca or call 1-800-928-2250 Ext 227.

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

Bid Submission

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

Bids shall be made in the format specified in this section and include the forms in Section 2.

The forms supplied by the Township **must** be used and are to be submitted to: Dan Chant Manager of Roads and Drainage. **Bids must be in hard copy form; in a sealed envelope, clearly marked with its contents. Mailed or delivered to the Township Office in Chantry at 1439 County Road 8. Fax transmissions and emails will not be accepted.**

Tender PW2026-8

**Dan Chant, Manager of Roads and Drainage
Township of Rideau Lakes
1439 County Rd 8, Delta, ON K0E 1G0**

Bids will be received until 11:00a.m. E.S.T., February 25, 2026. It is the Bidder's responsibility to ensure that the bid submission is received by the Township prior to the submission deadline.

It is the Bidder's responsibility to ensure that the RFP is received by the Roads Coordinator prior to the submission deadline.

All proposals received will be held, unopened, and in strict confidence until after the closing date and time.

All entries must be clear and legible and made in ink. All items shall be bid according to any instructions in this document and with entries made for unit price, lump sum, extensions and totals as appropriate. All items on bid form must be quoted. Incomplete bids will not be accepted.

RFP's that are incomplete, conditional, 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 Bidder.

The forms must be signed in the space provided by an authorized official of the Bidder. If a joint bid is submitted, it must be signed on behalf of each Bidder.

Price Submission

The price shall include total costs, in Canadian Dollars. All prices in Form "B" Unit Bid Price Form shall not include HST.

Cost of Submission

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

Alteration to Bid Submission

An RFP price may be altered by submitting another Form "B" Unit Bid Price Form at any time, up to the specified time and date for the closing. The last Form "B" Unit Bid Price Form received shall supersede and invalidate all previously submitted by the Bidder.

Withdrawal of Bid Submission

A Bidder who has submitted a response to this RFP may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

- 1 The RFP closing date and time has not passed. There shall be no withdrawals of submissions allowed after the closing date and time for receiving bids;
- 2 The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
- 3 The request is made to the Manager of Roads and Drainage by email or by hand.

In all cases, a request for the withdrawal of a submission will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder and making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated submission shall be given no further consideration. RFP prices withdrawn under this procedure shall not be reinstated.

Withdrawal of prices subsequent to the opening of the RFP or frequent refusal to accept work would be reviewed by the Township and may impact the Bidder's privilege to submit a RFP to provide services of this nature in the future.

Insurance – Liability, Automotive and Non-Owned Automobile Insurance

Without in any way limiting the liability of any successful vendor, the vendor shall:

- 1 Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.
- 2 Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.
- 3 Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to his sub-contractor's same limits as required in Clause (a).
- 4 Deposit with the Township of Rideau Lakes, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Township of Rideau Lakes, Clerk, Delta Ontario. The Township shall be shown as an additional insured.

Workplace Safety and Insurance Board

Any successful vendor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection therewith, and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes, and maintain good standing with the WSIB throughout the contract period.

Contractor's Liability

Any successful vendor shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

Terms of Payment and Invoices

The Township shall pay for the Work upon completion and receipt of an itemized invoice sent to Dan Chant, Manager of Roads and Drainage, at the Township of Rideau Lakes, dchant@rideaulakes.ca . Generally, the Township of Rideau Lakes' terms of payment are net thirty (30) calendar days upon completion of work and receipt of invoice.

2.0 Submission Forms

PW2026-8 FORM "A" CONTRACTOR'S INFORMATION FORM

Company _____

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

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 RETURNED WITH RFP

PW2026-8 FORM "B" UNIT BID PRICE FORM

RATE PER CENTERLINE KILOMETRE: \$ _____
(Double Width)

ALL BID PRICES NOT TO INCLUDE TAX.

Description of Equipment:

Company Name: _____

Dated at _____ this _____ day of _____, 2026.

Bidder's Signature: _____

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP

PW2026-8 FORM "C" TAX COMPLIANCE DECLARATION

I/We hereby certify that, _____ at the time of submitting this

(Legal Name of Company)

RFP, 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 RETURNED WITH RFP