



Rideau Lakes

The Township of Rideau Lakes
Request for Quotations (RFQ)

Beautification Watering Services
CS 2026-03

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1.0 Information to Supplier

General Description

Rideau Lakes is a large, rural municipality serving approximately 18,000 year-round and seasonal residents and contains many scenic villages and hamlets - Morton, Delta, Elgin, Chaffeys Locks, Jones Falls, Crosby, Newboro, Portland, Phillipsville, Lombardy, and Chantry.

The Municipality is fortunate to have many dedicated volunteers who look after beautifying our hamlet, village, community hall and park signs, along with maintaining planters within the village limits. The volunteers along with help from a local gardener plant perennials and annuals in all signs/planter boxes.

The Township of Rideau Lakes is seeking proposals from qualified firms to provide beautification watering services at various municipal properties for the 2026 season.

1. Required Services (Core Scope)

The scope of this project is to provide watering services twice per week, from the last weekend in May to October 1st, to all our planted hamlet/village signs, parks and village planter boxes. Please note all measurements are approximate and are to be used as a guideline. Bids shall be all inclusive of labour, materials, equipment, travel etc. No additional submissions for costs will be considered with the exception of Township approved additional hours as per bid price schedule.

Property location and bed sizes:

Village/Hamlet standalone planters (approx. 30 – 50 gallon planters):

- Morton (14 planters)
- Chaffey's Lock (6 planters)
- Crosby (6 planters)
- Newboro (27 planters)
- Elgin (10 planters and 14 hanging baskets)
- Forfar (6 whiskey barrels located at hamlet signs)
- Delta (27 planters)
- Portland (21 planters)
- The Ronald E. Holman Municipal Complex (2 planters)

Township Road Signs (approx. 4m² planter boxes or beds):

- Morton – 2 signs – (1 sign Briar Hill Road cemetery 1 large sign on Highway 15 (30m²))
- Jones Falls – 2 signs on County Road 11
- California – 2 signs and garden bed on County Road 11
- Chaffeys Locks – 1 sign on County Road 9
- Crosby – 1 sign – in the cul-de-sac off Highway 15

- Newboro – 2 on County Rd. 42
- Delta- 2 signs on County Rd. 42
- Phillippsville- 2 signs on County Rd. 42
- Elgin- 2 signs on County Rd. 8
- County Rd. 42 @ Westport boundary (at Rideau Vista)
- Hwy 15 @ Stanley Lash Lane (Morton) Township Welcome Sign
- The Ronald E. Holman Municipal Complex - 1 sign (441 Highway)
- Rideau Ferry- 1 sign on Rideau Ferry Rd.
- Lombardy- 2 signs on Rideau Ferry Rd.

Community hall and park/garden beds:

Chantry:

- Municipal Office – 2 garden beds (30m² and 60m²) (1348 County Rd. 8, Delta)

Crosby:

- Flower Bed on Circle Dr. (25m²)

Lombardy:

- Ronald E Holman Complex garden bed (60m²) (411 Highway 15, Lombardy)

Elgin:

- Red Brick School House 3 garden beds surrounding the building (25m², 50m² and 50m²) (3 Halladay St., Elgin)
- Library garden bed (45m²) (47 Main St, Elgin)

Portland:

- Hanna Park 3 beds (20m², 15m², 8m²) (28 water St., Portland)
- Hall/Library 1 bed (25m²) (24 Water St. Portland)
- Kin Park 5 planters (50 gallon) (3211 Harlem Rd, Portland)

North Crosby:

- North Crosby Community Centre 3 garden beds (25m², 25m², 60m²) (875 8th Concession Rd, North Crosby)

Morton:

- Morton Community Hall 3 garden beds (25m², 35m², 45m²) (13 Judd St., Morton)

Delta:

- Millstream Park 3-tiered garden and stand-alone garden (100m² and 35m²)

2. Optional Additions

Township Road Signs (approx. 4m² planter boxes or beds):

- County Rd. 10 @ bottom of Mountain
- County Rd. 10 @ Concession Rd. 8
- County Rd. 10 @ 9985 Perth Rd. (Aerodrome)
- County Rd. 12 @ Westport boundary (Past #5466)
- County Rd. 36 @ Westport boundary (at Lions Beach)

- Chantry- 2 signs on County Rd. 8
- Harlem- 1 sign on Harlem Rd.

3. Pricing Requirements

Proponents must provide:

- A **fixed price for the required services** outlined in Section 1.
- **Separate itemized pricing for each optional addition** listed in Section 2.

Optional additions will be evaluated separately and may be implemented in whole or in part depending on budget and project priorities.

Specific variations or elaborations may be employed depending on the **Department** and the nature of services requested. The general criteria are:

- Experience of the firm doing similar projects 50 points
- Pricing 50 points

Inquiries During RFQ Period

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

Leila Stafford
Recreation and Volunteer Coordinator
lstafford@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.

Quotes will be received until 4:00p.m. E.S.T., April 16, 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.

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.

**Township of Rideau Lakes
c/o Leila Stafford
1439 County Road 8
Delta ON
K0E1G0**

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 subcontractor'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 Insurance Act

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.

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:

Accounts Payable

accountspayable@rideaulakes.ca

c/o Leila Stafford

Recreation and Volunteer Coordinator

lstafford@rideaulakes.ca

2.0 Submission Forms

Form "A" – Supplier's Information Form

File No. CS 2026-03

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" – Price Form

QUOTE FORM
File No. CS 2026-03

Description	Total Price
Total fixed cost for 2026 watering as outlined under Required Services	
Hourly Rate	
Optional Addition Signs	
County Rd. 10 @ bottom of Mountain	
County Rd. 10 @ Concession Rd. 8	
County Rd. 10 @ 9985 Perth Rd. (Aerodrome)	
County Rd. 12 @ Westport boundary (Past #5466)	
County Rd. 36 @ Westport boundary (at Lions Beach)	
Chantry- 2 signs on County Rd. 8	
Harlem- 1 sign on Harlem Rd.	

ALL PRICES NOT TO INCLUDE HST OR FREIGHT

Company Name: _____

Dated at _____ this _____ day of _____, 2026.

Bidder's Signature: _____

OR

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

DESCRIPTION	COST (HST excluded)
TOTAL	
HST	
GRAND TOTAL	

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