



# Rideau Lakes

The Township of Rideau Lakes  
**Request for Quotations (RFQ)**

Removal of Cistern at  
Elgin Municipal Complex

RFQ PW2026-18

## Contents

1.0	Information to Supplier .....	2
	General Description.....	2
	Inquiries During RFQ Period .....	2
	Quote Submission .....	2
	Insurance – Liability, Automotive and Non-Owned Automobile Insurance .....	3
	Workplace Safety Insurance Board .....	3
	Price Submission.....	3
	Cost of Submission .....	3
	Terms of Payment and Invoices.....	3
	Addenda .....	4
	Scope of Work.....	4
	Site Meeting .....	4
	Attachments .....	4
2.0	Submission Forms.....	5
	Form “A” – Supplier’s Information Form .....	5
	Form “B” – Quote Form .....	6
	Form “C” – Tax Compliance Declaration .....	7

## 1.0 Information to Supplier

### General Description

The Township of Rideau Lakes is seeking quotes from qualified proponents to provide all labour, materials and equipment necessary to remove and infill cistern suspended slab at the Elgin Municipal Complex located at 26 Halladay Street, Elgin, ON, K0G 1E0 as per Scope of Work outlined in this document.

### Inquiries During RFQ Period

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

Steve Holmes. C. Tech  
Manager of Facilities and Parks  
[parksmanager@rideaulakes.ca](mailto:parksmanager@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 'PW2026-18' and submitted no later than the Closing Date and Time.

**Quotes will be received until 3:00p.m. E.S.T., June 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, electronically submitted bids will not be accepted.**

Steve Holmes  
Township of Rideau Lakes  
1439 County Road 8 Delta ON K0E 1G0

### **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 Insurance Board**

Any successful contractor 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:

Steve Holmes  
Manager of Facilities and Parks  
[parksmanager@rideaulakes.ca](mailto:parksmanager@rideaulakes.ca)

## Addenda

The Township of Rideau Lakes may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to vendors that have registered as Bidders. It is the Bidder's responsibility to ensure they have received all addendums and provide the Township of Rideau Lakes with the proper contact information through the registration process. **Contractors are to acknowledge addendum** issued on bid submission form.

## Scope of Work

The Work includes all labour, equipment, professional specialized services, and material required to remove and infill cistern suspended slab at the Elgin Municipal Complex located at 26 Halladay Street, Elgin, ON, K0G 1E0 as per Scope of Work outlined in this document.

Below scope is a summary:

- Work to be completed by August 21, 2026.
- Remove existing cistern and supporting structure as per Eastern Engineering Attached.
- Bidder to supply all labour and materials.
- Township will obtain Building Permit, contractor to arrange all required inspections.
- Bidder responsible for other permits, inspections, locates that may be required.
- Bidder to provide schedule upon award.
- Bidder to work with Township staff to coordinate site access and provide all safety fencing / hoarding required to always keep public safe.

## Site Meeting

A non mandatory site meeting is scheduled on **May 26, 2026**, from 10:00 AM to 10:30 AM. Please bring ladder to access crawl space.

## Attachments

Drawing Eastern Engineering S1.

## 2.0 Submission Forms

### Form "A" – Supplier's Information Form

File No. PW2026-18

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.

**I hereby confirm addenda(s) \_\_\_\_\_ have been received and that this is my/our ultimate responsibility to ensure all addenda issued have been received.**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE**

**Form “B” – Quote Form**

**QUOTE FORM PW2026-18**

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

<b>DESCRIPTION</b>	<b>COST (HST excluded)</b>
Provide all labour, materials and equipment necessary to remove and infill cistern suspended floor slab as per drawing S1 from Eastern Engineering, 2024. Contractor responsible for compaction testing.	
<b>TOTAL</b>	
<b>HST</b>	
<b>GRAND TOTAL</b>	

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.

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(An Authorized Signing Officer)

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(Title)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE**