



# The Corporation of the Township of **Drummond/North Elmsley**

## **REQUEST FOR STANDING OFFER**

### **Drain Maintenance**

---

Name of Company (Contractor)

---

Address

---

Telephone Number

---

Name of Person Signing for Firm

**LOCATIONS:**        **Drains within the Township of Drummond/North Elmsley**

**SUBMISSION DEADLINE:**        **September 17<sup>th</sup>, 2025, at 11:00 a.m.**

### **Proposals received by**

Clint Bron  
Public Works Manager  
Township of Drummond/North Elmsley  
310 Port Elmsley Road  
Perth, Ontario K7H 3C7  
Phone: (613) 267-6500 ext. 250  
[clbron@dnetownship.ca](mailto:clbron@dnetownship.ca)

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

## **PART “A” General Information**

### **1. General**

The Public Works Department of the Township of Drummond/North Elmsley is requesting Standing Offer submissions from qualified Offerors to provide various types of machinery and equipment with operators and typical service offerings for the purposes of completing maintenance works under the Drainage Act.

#### Period of Standing Offer

The proposed period for call-ups for this Standing Offer shall be from September 1, 2025 to December 31, 2026. At any time during this period:

- The Township may elect to remove Offerors from the Standing Offer; or
- Existing Offerors may elect to remove themselves from the Standing Offer.

At the Township’s discretion they may choose to extend the call-up period by one additional year.

#### Call-Up Procedure

The Offeror shall provide rates for those equipment, machinery and services as outlined in Price Schedule ‘A’. The Offeror may choose to add additional equipment/machinery/services that they may feel applicable to typical Drain Maintenance Projects; the list in Price Schedule ‘A’ is not intended to be exhaustive.

It is understood and agreed that:

- A contractual obligation will only come into force if there is an authorized call-up against a standing offer and only to the extent stipulated in the call up.
- This document does not oblige the Township to authorize or order any goods or services whatsoever.
- The Township’s liability under this offer shall be limited to the actual amount of goods/services “called-up” within the period specified at the unit rates proposed, and;
- The Township reserves the right to purchase commodities / services specified herein through separate procurement actions due to unique or special needs.
- The Township reserves the right to call-up the most appropriate Offeror for the project. In some cases, that may not coincide with the lowest rate Offeror.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

#### **2. Proposal Submission**

Submissions clearly marked as to contents, will be received at the Municipal Office, 310 Port Elmsley Road., Perth, ON, K7H 3C7 no later than **11:00 a.m. on September 17<sup>th</sup>, 2025.**

- Last Day for questions September 9<sup>th</sup>, 2025
- Last day for Addenda September 12<sup>th</sup>, 2025
- Submission Due date September 17<sup>th</sup>, 2025

#### **3. Inquiries**

Inquiries for this Request for Proposals shall be directed to Clint Bron, Manager of Public Works at (613) 267-6500 ext. 250 or email [clbron@dnetwork.ca](mailto:clbron@dnetwork.ca)

#### **4. Submission Requirements**

- A short narrative of the Company/Contractor qualifications and experience.
- The Proposal shall be submitted in its entirety in a clearly marked envelope no later than 11:00 a.m. on September 17<sup>th</sup>, 2025

Submissions should be forwarded to:

Township of Drummond/North Elmsley  
Public Works Department  
Attention: Clint Bron  
310 Port Elmsley Road  
Port Elmsley, ON K7H 3C7

Telephone: (613) 267-6500 ext. 250

#### **5. Ability and Experience of Company**

The Township reserves the right to reject the proposal of any Company who does not, when requested, furnish satisfactory evidence of sufficient capital, plant, and experience to successfully perform and complete the work in the specific time.

#### **6. Government Requirements**

The Contractor shall comply with relevant Federal, Provincial and Municipal Laws, Acts, Ordinances, Regulations, Order-in-Council and By-laws which could in any way pertain to the work outlined in the Contract or to the Employees of the Contractor.

#### **7. Payment Terms**

The Township of Drummond North/Elmsley shall pay for the work upon completion and receipt of an itemized invoice sent in by the Contractor to the Township of Drummond/North Elmsley, Attention: Public Works Manager. If the project is

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

anticipated to take more than 4 weeks to complete, progress payments may be issued in response to invoices issued by the Contractor. The Township's standard payment term is net thirty (30) days.

#### **8. Harmonized Sales Tax**

Harmonized Sales Tax (HST) will be paid.

#### **9. Insurance**

The successful Bidder shall maintain for the duration of the contract or as otherwise stated the following insurance:

##### **General Liability Insurance**

All Insurance policies shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and include but not be limited to the following:

- a) Third party bodily injury, personal injury and property damage including loss of use, of not less than \$5,000,000 per occurrence/aggregate.
- b) Such Insurance shall include personal injury and advertising injury; premises, property & operations; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees as Additional Insured(s); tenants legal liability.
- c) The Township shall be added as an additional insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.
- d) The policy shall contain a provision for cross liability and a severability of interest clause.
- e) The policy shall contain a provision for blanket contractual liability – oral and written.
- f) The policy shall provide the Township with 30 days' notice of cancellation, change, or nonrenewal.
- g) Non-owned Automobile Coverage for a limit of not less than \$5,000,000 including contractual non-owned coverage.
- h) Contingent Employer's Liability.
- i) Broad Form Property Damage.
- j) If applicable, this coverage shall not contain any exclusions with respect to explosion, collapse, and underground property damage hazards.
- k) Attached machinery.

##### **Automobile Liability Insurance**

The Company shall provide Automobile liability insurance in respect of licensed vehicles with limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death and damage to property, covering all licensed vehicles owned or leased by the Contractor.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

#### **Contractors' Equipment Insurance**

"All risks" contractors' equipment insurance covering construction machinery and equipment used by the Contractor for the performance of the Work, excluding boiler insurance, shall be in a form acceptable to the Township and shall not allow subrogation claims by the insurer against the Township. Subject to satisfactory proof of financial capability by the Contractor for self-insurance of their equipment, the Township agrees to waive the equipment insurance requirement. Failure to effect insurance will not impose any liability on the Township.

#### **Environmental Liability Insurance**

Environmental Liability Insurance shall be in the joint names of the Contractor and the Township of Drummond/North Elmsley with limits of no less than \$5 million per occurrence, an aggregate of not less than \$5 million in any policy year, and a deductible not to exceed \$5,000. Coverage shall include Third Party Liability including on-site and off-site clean-up costs (Restoration Costs) and not be limited to sudden & accidental incidents. Such insurance to be maintained for the duration of Work. If coverage is written on a claims made basis, coverage shall contain a 24-month extended reporting period or be maintained for two years from the date of Substantial Performance of the Work.

Installation Floater covering material used in the project on an All Risk basis subject to replacement Cost. (if applicable).

The Contractor shall maintain insurance on their property and assets – Failure to do so shall not impose any liability on the Township.

#### **Other Requirements**

The Company shall provide The Corporation of the Township of Drummond/North Elmsley with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the Township.

The Company remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

The Bidder is responsible for any deductible under the applicable policy – the Township shall not bear any cost of such deductible.

#### **Indemnification Clause**

The Bidder shall defend, indemnify and save harmless The Corporation of the Township of Drummond/North Elmsley and their elected officials, officers, and

## Township of Drummond/North Elmsley

### REQUEST FOR STANDING OFFER DRAIN MAINTENANCE

employees from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Bidder, its agents, officers, employees, or others who the Bidder is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Company in accordance with this agreement.

#### **10. Health and Safety**

The Company assumes full responsibility for conforming with all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislations.

Accordingly, the Company shall;

- (a) Demonstrate establishment and maintenance of a health and safety program with objectives and standards consistent with applicable legislation.
- (b) Provide a copy of your Company's Health and Safety Policy Statement dated no later than 2025, to be submitted with the proposal.
- (c) Provide a copy of the applicable WSIB Certificate of Clearance or equivalent (if the Company is from outside Ontario), to be submitted with the proposal.

Upon request, at any time, from the awarding to the completion of the Contract, submit proof of fulfillment of the above noted.

#### **11. Accessibility**

The Company shall provide a declaration with the proposal that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations. An example of a declaration is provided as **Form 2**.

#### **12. Proposal Checklist**

To assist the Company with completing a response to the RFSO, a checklist is included as **Form 1**. The Checklist must be included in the Company's submission.

#### **13. Addenda**

The Company may be advised by addenda, of required additions, deletions, or alterations in the requirements of the RFSO documents. All such changes shall become

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

an integral part of the proposal documents and shall be allowed for in arriving at the total submission price. Any Addendums will be sent by email to all invited bidders it is the responsibility of the Company to ensure that all changes, specified in the Addendums have been included in the submission.

#### **14. Withdrawal**

A submission may be withdrawn at any time prior to the closing date and time. Withdrawal notification must be in written form, signed and must be submitted to the Public Works Manager. No fax, telephone calls or emails will be accepted.

If a Company wishes to amend an already submitted proposal prior to the Submission Deadline, the Company may withdraw the submitted proposal and submit a revised proposal prior to the Submission Deadline. The Company is solely responsible for ensuring the revised bid is received by no later than the Submission Deadline.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

#### **PART “B” Scope of Work**

##### **1. Offeror’s Investigation and Responsibilities**

By submitting an offer in response to this Request for Standing Offer (RFSO), the Offeror shall have certified to the Township that:

- It has carefully examined the RFSO documents and has a clear understanding of the requirement.
- It is in good standing with its creditors and financial institutions and is financially able to perform and meet any and all duties, liabilities and obligations as may be required of it under any agreement/contract resulting from this RFSO.
- It is not aware of any actions, suits or proceedings pending or to its knowledge threatened against or adversely affecting it, which might materially affect its financial condition or its ability to perform and meet all duties, liabilities and obligations as may be required of it under any agreement/contract resulting from this RFSO.
- It has been afforded the full opportunity to make any and all investigations relative to the terms and conditions set out within this RFSO understanding that it is the Township’s intent that these form the basis and circumstances under which a contract will be performed.
- It has put forth all its comments and/or questions with respect to this RFSO over the period that inquiries were allowed for and affirms its agreement that the Township has adequately responded to these concerns or questions in one matter or another either through direct response or through published Addenda.

By submitting an offer in response to the RFSO, the Offerors are responsible for:

- Ensuring that the Offer is signed by an authorized official of the Offering firm.
- Carefully reading and complying with the specifications because under no circumstances will any change be permitted to the Offer once it is submitted.
- Understanding that Offers which are incomplete, conditional or obscure in the sole opinion of the Township, may be rejected.
- Ensuring that Offers are clearly expressed and completed in ink or typewritten. All erasures, overwriting or strikeouts must be initialed.
- Ensuring that all relevant financial information is included with their submission. Failure to state all relevant costs may result in the Offeror being deemed non-responsive.
- Ensuring that any supplementary information and literature, either as was requested or as deemed by an Offeror to be relevant to their offer, should be included with the offer. Should such additional information however in anyway qualify or restrict the offer, it will result in the offer being declared informal and may result in rejection thereof.



## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

- The Offeror agrees that it will not make any claims for extra compensation, damages or extension of time for completion based on any alleged misunderstandings of this RFSO document.

## **2. Pre-Authorization Meeting**

The Township may request a meeting with the selected Offeror prior to authorization of a call-up to ensure that the Offeror has a clear understanding of the requirements and specifications associated with a call-up.

## **3. Typical Works**

Typical works performed for drain maintenance projects under this RFSO may include:

- Tree clearing or brushing alongside the drain to allow for equipment access;
- Bank reinstatement works where slumping or erosion has occurred;
- Installation of temporary erosion and sediment control practices such as silt fence, strawbale check dams, etc;
- Installation of permanent erosion control measures such as rock flow check dams, at the direction of the Township's Drainage Superintendent;
- Seeding of disturbed banks after works are completed;
- Flushing of culverts where culverts have become blocked by debris or sediment buildup;
- Removal of existing culverts and installation of new culverts;
- Bottom only cleanout of open channel to remove sediment buildup.
  - Excavated material would typically be disposed of as follows:
    - Where the drain crosses lands that are tillable, the Contractor may dispose of excavated material by placing, spreading and trimming it within 40 feet of – but no closer than 10 feet – from the top of the drain
    - Excavated material is to be free of boulders, rocks or other debris that would be unsightly in the appearance of the finished work or that would be injurious to farm implements or machinery.
    - Excavated material shall be so placed as not to impede the proper drainage of the adjacent lands and in any case, no deeper than 6". Boulders, rock fragments or debris shall be disposed of in locations agreed with either the applicable landowner or Township staff/Drainage Superintendent. Offsite hauling shall be avoided whenever possible.
    - Tillable land shall be defined as all land that is in a ploughed condition or land which has been ploughed or cultivated within the preceding 5 years. Land which is not now classed as tillable but which could be reclaimed upon completion of the drainage works shall be treated as tillable.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

- In some cases, landowners have requested specifically that the material not be spread and instead that it be stockpiled on-site. In such cases, stockpiles shall be no closer than 20 feet from the top of slope.
  - Where the drain crosses residential lands where material cannot reasonably be spread, material is to be hauled away to a location as directed by the Township Drainage Superintendent, Township staff, or as negotiated between the Township and the Contractor.
  - Alternative specifications may be presented for project specific constraints.
- Removal of downed trees that have fallen across the drain. Trees are to be removed and set to the side. Offsite hauling is not required unless otherwise negotiated with the Drainage Superintendent or Township staff.
  - Removal of large trees that have grown in the bottom or sides of an open channel. This shall include cutting as near to grade as possible and setting the cut tree to the side for processing by the landowner. Offsite hauling or further processing is not required unless otherwise negotiated with the Drainage Superintendent or Township staff.
  - Other drain maintenance works as directed by the Township Drainage Superintendent.
  - Typical drain maintenance works are performed in the fall/early winter, once crops have been removed from the field. Except for emergency situations, drain maintenance work would not be performed between March 15 and July 15 of any given year.

#### **4. 2025 Scheduled Projects**

The following is provided as a description of known projects in 2025. The extent of works in future years is not known as maintenance is performed on an as-needed basis. Typical historical data suggests drain maintenance works in Drummond/North Elmsley are generally 1-2 drain cleanout projects per year; but some years have more, some may have less. There is no guarantee of works for those accepted on the RFSO.

Should you wish to perform a review of the known projects prior to submitting a bid on this RFSO, please contact the Township to coordinate. You are welcome to conduct a review of the site conditions where visible from public roadways – but please refrain from entering onto private property without prior approval.

Photos of the existing site conditions for the 2025 projects are available upon request.

#### **William-Ireton Municipal Drain**

Drain Length: 4.5km - Project Length: ~4.4km

Anticipated scope of work:

- Removal of fallen trees.
- Removal of trees that have grown on the banks or in the drain bottom.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

- Bank reinstatement where banks have slumped/eroded.
- Brushing/clearing as needed for equipment access.
- Bottom cleanout of entire length of drain including spreading of material or stockpiling alongside drain. Existing sediment accumulation depths vary from 6" to over 1ft.
  - Bottom width varies from 2.5ft to 6ft wide with specified side slopes of 1.25(V):1(H).
- Installation, maintenance and removal of temporary erosion and sediment control measures; including - but not limited to - the installation of strawbale check dams (estimated between 5-10).
- Culvert flushing.
- Offsite hauling of sediment alongside residential properties (~250m linear length of drain along Code Road; 180m Drummond Conc 7). Material to be hauled to Code Road landfill.
- No works are proposed within the MTO Highway 7 right-of-way.
- Culvert replacements may be required but will be determined at the time of the works, in consultation with the landowners.

A map of the entire length of drain is attached with this RFSO. At this time the intent is to maintain the entire length of the drain except for the upper most limits parallel to Drummond Concession 6B.

#### **Healy McPherson Municipal Drain**

MacPherson Drain Length: 1,980m - Project Length: ~1,600m

Healey Branch Drain Length: ~225m - Project Length: ~225m

#### **Anticipated scope of work**

- Removal of fallen trees.
- Removal of trees that have grown on the banks or in the drain bottom.
- Brushing/clearing for equipment access.
- Bottom cleanout of approximately 1.6km + 225m length of drain including spreading of material or stockpiling alongside drain. No offsite hauling anticipated at this time. Existing sediment accumulation depths vary from 8" to over 1ft.
- The governing design cross section of the channel is:
  - Bottom width of 1m wide with side slopes of 2(V):1(H) when in earth.
- Installation, maintenance and removal of temporary erosion and sediment control measures; including - but not limited to - the installation of strawbale check dams. (Estimate 4-6)
- Culvert flushing.
- Removal and disposal of ~800mm diameter concrete culvert ~8m long. Contractor may dispose of the concrete culvert at Code Road Landfill. No tipping fee will be charged by Township.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

- Removal and disposal of ~1400mm diameter corrugated steel pipe ~9-10m long. Contractor may dispose of the culvert at Code Road Landfill. No tipping fee will be charged by Township.
- Install 2 x 1400mm x 12m CSP. Culverts to be supplied by the Contractor.
- Additional culvert replacements may be required but will be determined at the time of the works.

A map of the entire length of drain is attached with this RFSO. At this time the intent is to maintain the MacPherson Drain up to the north side of the Armstrong Road crossing. The entire length of the Healey Branch is proposed for maintenance.

#### **Selection of Contractor**

The Township reserves the right to select the contractor best suited for each respective project at their discretion. This means that the cheapest hourly rate may not necessarily be chosen.

#### **Use of Appropriate Equipment**

The Contractor shall use equipment deemed to be appropriate (by the Township) to the applicable project. Township staff / representatives reserve the right to terminate the Contractor's involvement in the project if it is their opinion that the equipment being used is not appropriately efficient for the works being performed.

#### **Skilled Operators**

The Offeror must provide a skilled, certified (where applicable), trained, competent operator with the machine. If the operator is deemed to be unskilled by the Township representative, the equipment will be removed from service, and the owner contacted and requested to provide a skilled replacement. If there is a second occurrence of an unskilled person operating the equipment, no further call-ups will be placed with the owner and the machine will be replaced with one from another company on a permanent basis.

#### **Equipment Fitness**

If the equipment appears to be mechanically unfit or fails to perform satisfactorily, in the opinion of the Township's representative, the Township reserves the right to have the machine assessed by a member of the Township's fleet maintenance staff. If the equipment is found to be unfit, repairs must be completed before the equipment is permitted to work for the Township. The equipment when repaired will be placed on a backup list, until there is a requirement for it, which could be at another location. In the event of the machine breakdown during the performance of work for the Township, the machine shall be immediately replaced with a fit unit by the Contractor. If a similar unit is not available from the Contractor, the Township may select an alternate contractor.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

#### **Floating and/or Transportation of Equipment**

A single Flat Fee Rate for the Transportation and/or Floating of Equipment called out (to and from) various work location(s) shall be paid at the appropriate rate(s) specified under Price Schedule "A". No other charges related to travel time (i.e. compensation at the Contractor's hourly rate, fuel consumption, etc.) and/or "minimum charges" will be allowed under this Standing Offer.

This is a one-time charge only, that covers to/from a specific jobsite. Once a project is started it is expected the equipment would remain on-site to perform the work – to completion. The float rate fee shall cover the initial float in and the float out as a single flat rate fee. Where the Offeror requires multiple floats to bring in multiple pieces of equipment, this must first be authorized by the Township. If not previously authorized, only one float fee per project will be paid.

#### **Subcontractor / Rented Equipment**

The use of subcontractors or rented equipment shall not be permitted without prior written approval from the Township.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

#### **Part “C” – Proposal Evaluation**

The proposals will be evaluated on the Contractor’s experience in completing similar type projects and their capabilities as well as price.

The lowest hourly fees will not necessarily be accepted.

Evaluation of the submissions will commence after the RFSO closing date.

#### **References and Experience**

The submission shall, at a minimum, include and cover the following items. These items should be considered MANDATORY requirements.

- Provide at least three (3) relevant projects – completed within the past 5 years. Please include the following details for each project:
  - Project Name
  - Year completed
  - Contact Information for reference
  - Approximate Project Value

#### **Schedule of Fees**

This table is provided as an example – please feel free to submit your own table listing your available equipment. All prices/costs quoted for truck and equipment shall include fuel, maintenance, operator, insurance, applicable licenses, permits, benefits, overhead, profit, and all other costs associated in the operation and ownership of the subject equipment.

Rates quoted shall include all wages, supervision, equipment, tools, tackle, operators, travel to and from the work site, vehicle and fuel, maintenance, insurance, applicable licenses, disposal fees and all other costs associated with the operation and ownership of the Offeror’s business.

#### ***Schedule ‘A’***

- Excavator (various size options)
- Forestry mulcher
- Dozer
- Track loader
- Trucking (triaxle)
- Trucking (tandem)
- Labourer
- Foreman

## Township of Drummond/North Elmsley

### REQUEST FOR STANDING OFFER DRAIN MAINTENANCE

Township to provide Traffic Control if required.

#### 2025 Unit Rates

The following unit rates are requested for anticipated works to be completed in the 2025 season. As it is acknowledged that supplier pricing can change from year to year, these rates shall be considered for works performed this upcoming season. Should future projects require such measures, updated pricing would be requested from the Offeror chosen for the applicable project.

Description	Units	2025 Rate
Rip-rap <sup>1</sup>	Tonne	
Blast rock <sup>1</sup>	Tonne	
Strawbale Check Dam <sup>2</sup>	Each	
1400mm CSP x 12m (2.0mm) <sup>3</sup>	Each	

1. Rate should include supply of material only. Trucking for hauling and labour/equipment for installation would each be billed per the hourly rates
2. Unit rates shall include the supply and labour costs for installation and eventual removal.
3. Rate should include supply only. Installation cost to be covered in hourly rates

#### **Shift Length and Unit Rates per Shift**

To determine which unit rates (hourly, daily, weekly) are appropriate, the Township shall use the following:

- Hourly rates shall be used when issuing a call-up for an estimated shift of 8 hours or less
- Daily rates shall be used when issuing a call-up for an estimated shift greater than 8 hours, but less than 5 days or forty hours. Daily rates shall be calculated as an 8 hour shift and do not include travel time to/from the jobsite.
- Weekly rates shall be used when issuing a call-up for an estimated shift greater than 5 days but less than 4 weeks or twenty days. Weekly rates shall be calculated based on 40 hours working time in a one-week period.
- Monthly rates shall be used when issuing a call-up for an estimated shift greater than 4 weeks or twenty days. Monthly rates shall be calculated based on 160 hours working time in a one-month period.

In the event the project requires the Equipment for longer than the original estimated shift length communicated at the time of the call-up, the Township and Contractor will proceed with mutually agreeable Unit Rates.

## **Township of Drummond/North Elmsley**

### **REQUEST FOR STANDING OFFER DRAIN MAINTENANCE**

Lunch breaks for operators and/or site staff shall be at the discretion of the Contractor, and no compensation will be paid for any unit(s) which cease operations while the operator takes a lunch break, and therefore lunch breaks will not be considered part of the working hours. It shall be the Contractor's responsibility to ensure the operator's needs are satisfied, including, but not limited to those as regulated by the Occupational Health and Safety Act and the Employment Standards Act, 2000.

#### **Conduct of Evaluation**

In conducting its evaluation of proposals, the Township may, but will not be obligated to do the following:

- Seek clarification or certification from the Company regarding some or all information provided by them with respect to this RFSO;
- Contact any or all references supplied by the Company to verify and validate any information provided by them;
- Request specific information with respect to the Company's legal status;
- Conduct a survey of the Company's Financial capabilities to determine if they are adequate to meet the requirements of the RFSO.

Every Company that submits a proposal will be given a specific number of days by the Township to comply with any request related to any of the above items. Failure to comply with the request may result in the Proposal being declared non-responsive.

#### **Selection of Contractor**

The Township reserves the right to select the contractor best suited for each respective project at their discretion. This means that the cheapest hourly rate may not necessarily be chosen.

The evaluation criteria may include, but not be limited to, the following:

<b>Criteria</b>	<b>Value</b>
References	10%
Previous Experience	25%
Technical Description of Design	30%
Other	5%
Schedule of Fees	30%
<b>TOTAL SCORE</b>	<b>100%</b>



**Township of Drummond/North Elmsley**

**REQUEST FOR STANDING OFFER  
DRAIN MAINTENANCE**

**CHECKLIST – FORM 1**

Enclosed with submission:

1. Completed Form 1 as part of proposal ☐
2. 2025 Health and Safety Policy Statement ☐
3. WSIB Certificate of Clearance ☐
4. Accessibility Declaration ☐
5. All Addendums if any are included ☐

Documents upon Award of Contract:

1. Certificate of Liability Insurance ☐

**Township of Drummond/North Elmsley**

**REQUEST FOR STANDING OFFER  
DRAIN MAINTENANCE**

**AODA DECLARATION – FORM 2**

[COMPANY LETTERHEAD]

To: The Corporation of the Township of Drummond/North Elmsley

From: [Company Name]

[DATE]

[CONTRACT NUMBER, CONTRACT TITLE]

Re: Declaration of Compliance – Accessibility of Ontarians with Disabilities Act  
(AODA)

Please accept this letter as confirmation [COMPANY NAME] is in compliance with  
the Accessibility of Ontarians with Disabilities Act and its regulations.

[SIGNATURE]

[NAME]

[POSITION]

[CONTACT INFORMATION]

[COMPANY]

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

### Price Schedule 'A'

[illegible]



Township of Drummond/North Elmsley

REQUEST FOR STANDING OFFER  
DRAIN MAINTENANCE

