



**THE CORPORATION OF THE TOWNSHIP OF  
KILLALOE, HAGARTY AND RICHARDS**

**REQUEST FOR TENDER (RFT)**

**RFT-02-2026**

**PULVERIZING OF OLD ASPHALT & APPLICATION OF HOT MIX TO PECOSKIE DRIVE**

---

**Date of Issue:** April 23, 2026

**Closing Date:** May 11, 2026, 4:00 PM Local Time

**Township of Killaloe, Hagarty and Richards**

Municipal Office

1 John Street

Killaloe, Ontario K0J 2A0

# TABLE OF CONTENTS

## **PART 1 – INSTRUCTIONS TO BIDDERS**

- Section 1.1 – Closing Date and Time
- Section 1.2 – Trade Compliance and Open Competition
- Section 1.3 – Buy Ontario Act
- Section 1.4 – Tendering Requirements
- Section 1.5 – Municipal Contact
- Section 1.6 – Addenda and Requests for Clarification
- Section 1.7 – Tender Submission Requirements
- Section 1.8 – Method of Submission
- Section 1.9 – Mandatory Submission Requirements

## **PART 2 – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

- Section 2.1 – Scope of Work
- Section 2.2 – Special Provisions
- Section 2.3 – Compaction and Grading Requirements
- Section 2.4 – Granular Application
- Section 2.5 – Hot Mix Asphalt Specifications
- Section 2.6 – Restoration of Site
- Section 2.7 – Completion Date
- Section 2.8 – Liquidated Damages

## **PART 3 – TERMS AND CONDITIONS**

- Section 3.1 – Unauthorized Response
- Section 3.2 – Tenders to Remain Open
- Section 3.3 – Materially False, Incorrect, or Misleading Information
- Section 3.4 – Changes to Contract
- Section 3.5 – Cancellation and Termination
- Section 3.6 – Freedom of Information

Section 3.7 – Conflict of Interest and Unfair Advantage  
Section 3.8 – Accessibility for Ontarians with Disabilities Act  
Section 3.9 – Health and Safety Requirements  
Section 3.10 – Locates, Traffic Control, and Traffic Protection Plan  
Section 3.11 – Costs Incurred by Contractor  
Section 3.12 – Weather Delay  
Section 3.13 – Dust Control  
Section 3.14 – Indemnity  
Section 3.15 – Protection of Environment and Property  
Section 3.16 – Contract Performance  
Section 3.17 – Insurance, WSIB, and Bonding  
Section 3.18 – Pricing  
Section 3.19 – Failure to Perform  
Section 3.20 – Litigation with the Township  
Section 3.21 – Omissions and Discrepancies  
Section 3.22 – Harmonized Sales Tax (HST)  
Section 3.23 – Governing Procurement By-Law  
Section 3.24 – Reservation of Rights

#### **PART 4 – EVALUATION, AWARD, AND COMPLAINT PROCESS**

Section 4.1 – Opening of Tenders  
Section 4.2 - Acceptance of Tender  
Section 4.3 – Bid Irregularities, Clarifications, and Rectification  
Section 4.4 – Procurement Complaint Process  
Section 4.5 – Final Awarding Information

#### **APPENDICES**

Appendix “A” – Contractor Identification Sheet  
Appendix “B” – Tender Acknowledgement and Addenda Documents Received  
Appendix “C” – Contractor Experience and References

Appendix "D" – Tender Delivery Label

Appendix "E" – General Contractor Accessibility Agreement

Appendix "F" – Occupational Health and Safety Declaration

Appendix "G" – Tender Form

Appendix "H" – Declaration of Non-Collusion

# **PART 1 – INSTRUCTIONS TO BIDDERS**

## **1.1 – Closing Date and Time**

Tenders shall be submitted no later than **May 11, 2026, at 4:00 PM (local time)**. Tenders received after the specified closing date and time will not be considered.

## **1.2 – Trade Compliance and Open Competition**

The Township is committed to conducting a fair, open, and transparent procurement process. Suppliers from all Canadian provinces and territories are encouraged to submit bids.

Where the value of this procurement meets or exceeds the applicable trade agreement thresholds, this procurement shall be conducted in accordance with the Canadian Free Trade Agreement (CFTA) and any other applicable trade agreements. Bids will be evaluated in a fair and non-discriminatory manner, without local preference.

Technical specifications are based on Ontario Provincial Standards for Roads and Public Works and, where practicable, on functional or performance requirements rather than design or descriptive characteristics, except where necessary to clearly describe the Township's requirements.

## **1.3 – Buy Ontario Act**

Where applicable, the Buy Ontario Act requires municipalities to prioritize Ontario and Canadian goods and services in capital infrastructure and fleet vehicle procurements.

## **1.4 – Tendering Requirements**

(a) A certified cheque made payable to the Township of Killaloe, Hagarty and Richards in the amount of **10% of the total tender** must be submitted with the tender, for deposit purposes.

(b) Deposit cheques from unsuccessful bidders will be returned within ten (10) calendar days of the tender opening. The cheque of the successful bidder shall be deposited and retained until the project has been completed to the satisfaction of the Township.

(c) The successful Contractor may file with the Township a completed Performance Bond. The Bond shall be signed and sealed by a recognized bonding company, in the amount of **100% of the total estimated tender**. Upon receipt of such a bond, the Township will return the Contractor's tender deposit cheque.

(d) The successful Contractor shall deliver a certified copy of the Firm's Public Liability and Property Damage Insurance Policy for the works, within ten (10) calendar days of receiving the acceptance notice. Coverage shall be at least **\$5,000,000** per accident and name the Township of Killaloe, Hagarty and Richards as a third-party insured. Failure to provide such proof may result in cancellation of the contract and forfeiture of the bid deposit.

(e) The successful Contractor shall also include Appendix "F" with submitted tender as proof of Workers Compensation Insurance Coverage.

**Note:** The tender results will be publicly advertised and awarded transparently.

## **1.5 – Municipal Contact**

It is the responsibility of the Bidder to seek clarification on any matter related to this Request for Tender. All inquiries, requests for clarification, or requests for additional information must be directed in writing to the designated Municipal Contact by email or facsimile. The Township assumes no responsibility for any oral instructions or information.

**Municipal Contact:** Dean Holly, Public Works Superintendent

**Fax:** 613-757-3634

**Email:** dholly@khrtownship.ca

Bidders shall not contact any elected official, officer, employee, or agent of the Township other than the designated Municipal Contact with respect to this Request for Tender from the date of issuance until the completion of the selection process. Failure to comply with this requirement may result in disqualification.

# 1.6 – Addenda and Requests for Clarification

## 1.6.1 – Addenda

The Township may, at any time prior to the Closing Date, issue written addenda to clarify, modify, or correct this Request for Tender, including any errors, omissions, or matters of interpretation.

All addenda will be posted on the Township’s website at **www.killaloe-hagarty-richards.ca**. It is the sole responsibility of each Bidder to check for and obtain all addenda and to incorporate them into its Tender.

No information, clarification, or interpretation, whether oral or written, obtained from any source other than by way of a formal written addendum shall be binding on the Township. If an addendum is issued within three (3) days of the Closing Date, the Township reserves the right, in its sole discretion, to extend the Closing Date.

## 1.6.2 – Requests for Clarification

All requests for clarification regarding this Request for Tender must be submitted in writing to the designated Municipal Contact identified in this document.

- Requests shall be submitted by email or facsimile, as directed.
- Each request shall include the Bidder’s name, address, telephone number, and email address.
- Where a request relates to a specific section, the Bidder shall reference the applicable section number and page.
- Requests for clarification must be received no later than **May 5, 2026**.

The Township may, in its sole discretion, respond to any request for clarification. Responses will be provided in the form of written addenda posted on the Township’s website. In responding to requests, the Township will not identify the Bidder submitting the request and may:

- (a) edit the question(s) for clarity;

(b) decline to respond to any question that is unclear, inappropriate, or received after the deadline; and

(c) consolidate similar questions and provide a single response.

Only written addenda issued by the Township shall form part of this Request for Tender.

## **1.7 – Tender Submission Requirements**

Submissions shall be in letter form and must, at a minimum, address the scope as set out in this Request for Tender. All Bidders should carefully review this Request for Tender for errors or questionable matter. Comments or the need for clarification must be made in writing. Disputes based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Township as per the terms set out herein.

It is agreed that the tender quantities are estimated only and may be increased or decreased by the Township without alteration to the tender price. However, such increases or decreases shall not exceed **20%**.

## **1.8 – Method of Submission**

### **1.8.1 – Delivery of Tender**

Tenders must be submitted in a sealed envelope by hand delivery, courier service, or mail to the location specified in this RFT.

A Tender may be rejected if:

(a) It is delivered to a location other than that stated on the Tender Delivery Label (Appendix “D”).

(b) The Tender Envelope or Package enclosed in the Courier envelope does not clearly state “Tender Documents Enclosed,” or is not removed from the courier packaging prior to the Closing Time and Date; or

(c) It is received after the Closing Date and Time.

The Township is not responsible for any delays or errors caused by courier or postal services.

### **1.8.2 – Tender Delivery Label**

The Tender delivery label as supplied in Appendix “D” must be affixed to the exterior of the Tender envelope without any additional covering. For courier deliveries, the Tender must be enclosed within a separate inner envelope inside the courier packaging, with the Tender Delivery Label affixed to the outer envelope of the inner package. Failure to correctly affix the label may result in rejection of the Tender.

### **1.8.3 – Submissions by Facsimile or Email**

Tenders submitted by facsimile or email will be rejected and may disqualify the Bidder from consideration under this RFT. **Only hard copy submissions will be accepted.**

### **1.8.4 – Tender Submission Format**

Tenders must be submitted in a sealed envelope by way of hand delivery, courier service, or mail. All Tenders submitted must be clearly marked as follows:

***“Request for Tender RFT-02-2026  
PULVERIZING OF OLD ASPHALT & APPLICATION OF HOT MIX TO PECOSKIE DRIVE  
Attention: Tammy Gorgerat, CAO/Clerk  
Township of Killaloe, Hagarty and Richards  
1 John Street,  
Killaloe, Ontario K0J 2A0”***

All Bidders must complete and submit a Contractor Identification Sheet using the format provided as (Appendix “A”). The Contractor Identification Sheet must be duly signed by a person authorized to bind the organization and affixed with the corporate seal, if applicable.

Bidders must also complete and submit an Acknowledgement of Tender Documents Received (Appendix “B”). The Acknowledgement must be duly signed by a person authorized to bind the Contractor’s organization and affixed with the corporate seal, if applicable.

The Township reserves the right to reject any Tender if the evidence submitted by, or investigation of, such Contractor fails to satisfy the Township that the Contractor is qualified to carry out the obligations of the contract.

## **1.9 – Mandatory Submission Requirements**

Bidders must adhere strictly to all requirements and complete all sections of this RFT, including all appendices, statements, and issued addenda. Failure to do so may result in rejection of the Tender.

Submissions must include the following items:

- Proof of coverage for Liability Insurance, and WSIB in accordance with 3.17
- Appendix “A” – Contractor Identification Sheet
- Appendix “B” – Tender Acknowledgement and Addenda Documents Received
- Appendix “C” – Contractor Experience and References
- Appendix “D” – Tender Delivery Label
- Appendix “E” – General Contractor Accessibility Agreement
- Appendix “F” – Occupational Health and Safety Declaration
- Appendix “G” – Tender Form
- Appendix “H” – Declaration of Non-Collusion

# **PART 2 – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

## **2.1 – Scope of Work**

The successful contractor shall be responsible for:

- pulverizing of old asphalt for an estimated distance of 900m and an estimated width of 6.5 m on Pecoskie Drive. Specifically, from the intersection of Pecoskie Drive and Turner’s Road, to the termination of Pecoskie Drive.
- reshaping the above estimated length and width, including a ‘Cul de Sac’ at the end of Pecoskie Drive using Granular ‘A’ Gravel.
- all grading and dust control throughout the course of the project.
- paving and compaction of the road with Hot Mix (2-inch Compacted) for the estimated length and width including the Cul de Sac in accordance with all applicable regulations, including Ontario Provincial Standard Specification (OPSS.PROV 313) Construction Specifications for Hot Mix Asphalt – End Result, and applicable industry best practices.
- shouldering the estimated length and width, including the Cul de Sac, at a width of 1 m on each side of the road using Granular ‘A’ Gravel, and compaction of the same.
- Ensuring the roadway is graded to provide proper crossfall and drainage, with all surfaces shaped to prevent ponding or standing water. Final elevations must promote positive runoff to ditches or catch basins, with no low spots or depressions permitted.
- shall be responsible for all utility locates, required signage, traffic control, silt fence and any other permits required to complete this project.
- tying the roadway surface and shoulders smoothly into all existing paved and unpaved driveways, maintaining proper drainage and ensuring a smooth transition between the two
  - Paved driveways shall be saw-cut as required, with base prepared, tack coat applied, and hot-mix asphalt placed to create a seamless transition.

- Unpaved driveways tie-ins shall be shaped and graded with Granular “A” to suit and provide a stable, smooth tie-in.
- Tying the roadway surface and shoulders smoothly into the adjacent road, being Turner’s Road, while maintaining proper drainage and ensuring a smooth transition between both roadways.

## 2.2 – Special Provisions

- (a) The Contractor shall use Granular ‘A’ from a pit of their choice.
- (b) Daily tonnage reports shall be completed and provided to the Public Works Superintendent or designate, from an approved loader with calibrated weigh scales or other approved method (to be specified by the Bidder).
- (d) The Contractor shall provide a minimum of five (5) days’ notice prior to commencement of work.

## 2.3 – Compaction and Grading Requirements

- (a) Compaction shall meet a minimum of **100% Standard Proctor Maximum Dry Density (SPMDD)**, or as otherwise directed by the Township.
- (b) The Township reserves the right to require proof of compaction, including field density testing, at the Contractor’s expense.

## 2.4 – Granular Application

All materials and workmanship shall conform to the latest editions of the Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD), including but not limited to:

- **OPSS 1010** – Material Specification for Aggregates – Base, Subbase, Select Subgrade and Backfill Material
- **OPSS 1001** – Material Specifications for Aggregates – General
- **OPSS 314** – Construction Specification for Untreated Granular, Subbase, Base, Surface, Shoulder and Stockpiling

- **OPSS 206** – Construction Specification for Grading
- **OPSS 180** – General Specification for the Management of Excess Materials (as applicable)

The Township reserves the right to sample and test aggregate material. Material failing OPSS 1010 or specified gradation requirements may be rejected and removed at the Contractor's expense. In the event of a conflict between this document and OPSS, this document shall govern.

## **2.5 – Hot Mix Asphalt Specifications**

All work shall be carried out according to the Ontario Provincial Standard Specification (OPPS.PROV 313) Construction Specification for Hot Mix Asphalt – End Result.

## **2.6 – Restoration of Site**

Upon completion, shoulders, entrances, intersections, and disturbed areas shall be left neat and restored to the satisfaction of the Township.

## **2.7 – Completion Date**

The work shall be completed by **September 25, 2026**.

## **2.8 – Liquidated Damages**

Failure to complete the work by the specified date may result in liquidated damages of **\$500.00 per calendar day**.

## **PART 3 – TERMS AND CONDITIONS**

### **3.1 – Unauthorized Response**

Only the designated Municipal Contact is authorized to speak on behalf of the Township regarding this Request for Tender. Any Bidder who relies on information, clarification, or interpretation from any other representative does so entirely at their own risk.

### **3.2 – Tenders to Remain Open**

(a) Tenders will remain open for a period of **ninety (90) days** for review and award. If the Township requires an extension beyond this period, all Bidders will be notified.

(b) Tender submissions may only be withdrawn if the request is made prior to the RFT Closing Date and Time. Requests must be directed to the Chief Administrative Officer/Clerk by letter or in person by a Senior Officer of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFT does not disqualify a Bidder from submitting another RFT on the same contract.

(c) All Tenders shall be irrevocable and remain open for acceptance for a period of at least ninety (90) days following the stated closing date.

### **3.3 – Materially False, Incorrect, or Misleading Information**

The Township may, at any time during the Request for Tender process and without liability, cost, or penalty, reject any Tender or disqualify any Bidder if, in the Township's sole discretion, the Tender contains materially false, incorrect, or misleading information.

### **3.4 – Changes to Contract**

No deviation from the Tender shall be made in the execution of the work without the prior written approval of the Township. The Bidder shall provide written notice and obtain written approval from the Township for:

(a) Additional work, materials, services, or items not specified in this Tender, including corresponding cost estimates and schedule adjustments; and

(b) Any recommended changes to the specifications, whether such changes increase or decrease the scope of work.

### **3.5 – Cancellation and Termination**

(a) The Township reserves the right, in its sole discretion, to change the dates, schedules, and deadlines set out in this Request for Tender, to modify the scope of the project, or to cancel the Request for Tender or the project without providing reasons.

(b) The Township may cancel the contract at any time if the services are deemed unsatisfactory, or if the specifications or invoiced amounts do not match the Tender prices.

(c) The contract may be terminated if the successful Contractor fails to fulfil the work to the satisfaction of the Township.

(d) The Township may suspend the Contractor's bidding privileges, subject to the Procurement By-Law and principles of procedural fairness, for a period of up to twelve (12) months.

(e) The Township may cancel the contract without cause by providing fifteen (15) days' written notice.

### **3.6 – Freedom of Information**

The Bidder consents to the disclosure of any information contained in its Tender submission under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended.

### **3.7 – Conflict of Interest and Unfair Advantage**

Bidders must disclose:

(a) any actual or potential conflict of interest.

(b) any relationship with Township staff or Council that may create perceived bias; and

(c) any prior involvement in developing specifications or background information that could create an unfair advantage.

If such a conflict exists, the Township may, at its discretion, withhold the award of a contract until the matter is resolved. The successful Contractor, or any other companies with the successful Contractor's interests, is not permitted to participate in any subsequent competitive bidding process for the construction portion of this project.

### **3.8 – Accessibility for Ontarians with Disabilities Act (AODA Compliance)**

(a) The Contractor shall comply with the Township's accessibility policies and requirements, as outlined in Appendix "E" – General Contractor Accessibility Agreement.

(b) The Contractor shall comply with all applicable requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, including Ontario Regulation 191/11 (Integrated Accessibility Standards), as amended.

(c) The Contractor shall ensure that all employees, agents, and subcontractors who provide goods or services on behalf of the Township have received accessibility training as required under the AODA and its regulations.

(d) The Municipality is committed to providing accessible procurement documents in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Upon request, this Tender Document and any associated information can be made available in an alternative format or with communication supports to accommodate the needs of persons with disabilities. To request an alternative format, please contact the Municipal Office. The Municipality will work with the requester to determine the most appropriate accessible format or support in a timely manner.

(e) The Municipality is also committed to integrating accessibility considerations throughout its procurement processes. Suppliers are encouraged to consider accessibility in the design, delivery, and support of the goods and services they provide, and to identify any accessible features or options available as part of their submission.

### **3.9 – Health and Safety Requirements**

(a) The Contractor shall comply with the Township's Occupational Health and Safety policies and requirements as outlined in Appendix "F" - Occupational Health and Safety

Declaration. At all times during the performance of the work, the Contractor shall also comply with the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, as amended, all regulations thereunder, including but not limited to Construction Project Regulation (O. Reg. 213/91), and all other applicable federal, provincial, and municipal health and safety legislation, standards, and requirements.

(b) The Contractor shall be solely responsible for initiating, maintaining, and supervising all health and safety precautions and processes in connection with the work. The Contractor shall ensure that all workers assigned to the project possess the necessary training, qualifications and competencies required to safely and effectively perform their designated duties.

(c) Where required under the *Occupational Health and Safety Act*, the Contractor shall assume the responsibilities of Constructor and shall fulfil all statutory obligations associated therewith.

(d) The Contractor shall ensure all subcontractors comply fully with the same health and safety obligations and shall remain responsible for their acts and omissions.

(e) Failure to comply with health and safety requirements, unsafe work practices, or failure to correct deficiencies immediately upon notice may result in suspension of the work, removal from the site, withholding of payment, or termination of the Contract, without cost to the Township.

(f) The Township reserves the right to monitor site safety practices but assumes no responsibility for the Contractor's health and safety obligations.

### **3.10 – Locates, Traffic Control, and Traffic Protection Plan**

(a) The successful Contractor shall be solely responsible for obtaining all necessary utility locates and providing all required temporary traffic control, including but not limited to signage, barricades, and personnel (flaggers), in strict accordance with the *Ontario Traffic Manual – Book 7* and all applicable municipal by-laws.

(b) **Utility Locates:** The Contractor must verify and protect underground infrastructure before any ground disturbance.

(c) **Traffic Control and Signage:** The Contractor must design, install, and maintain all temporary signage for vehicles and pedestrians.

(d) **Traffic Protection Plan:** The Contractor shall identify traffic-related hazards and specify the methods that will be used to protect workers and the public throughout all project stages (setup, operation, and removal).

### **3.11 – Costs Incurred by Contractor**

Except as expressly permitted in this Request for Tender, no Bidder shall be entitled to any compensation, reimbursement, or claim of any kind arising from participation in this RFT. All costs and expenses incurred by a Bidder in preparing, submitting, or revising a Tender, or in performing any work in connection with this RFT, shall be the sole responsibility of the Bidder. By submitting a Tender, the Bidder acknowledges and agrees to bear all such costs.

### **3.12 – Weather Delay**

Delays caused by adverse weather or unsuitable road conditions may justify schedule extensions and will be at the Township's sole discretion.

### **3.13 – Dust Control**

The Contractor and/or subcontractor shall control dust arising from hauling and placement operations at its own cost.

### **3.14 – Indemnity**

The Contractor shall indemnify and save harmless the Township of Killaloe, Hagarty and Richards from all losses, damages, expenses, actions, causes of action, suits, claims, demands, and costs whatsoever which may arise either directly or indirectly by reason of any failure, neglect, or refusal by the Contractor to comply with these specifications, or arising out of the performance or non-performance of the terms of the contract by the Contractor and its employees or agents, except to the extent that such liability was caused by any failure, neglect, or refusal by the Township to comply with the Contract, or arising

out of the performance or non-performance of the terms of the Contract by the Township and its employees, agents, or contractors.

Without restricting the generality of the foregoing, it is understood and agreed that the Township shall not be liable for damages to any third party for bodily injury or property damage caused by accident by the Contractor or otherwise while engaged in work for or on behalf of the Township, causing either damage or injury through the negligence of the employees of the Contractor and whether or not the same shall be by reason of an accident by or with any truck, trailer, motor vehicle, or any other vehicle or equipment whatsoever. The Contractor hereby covenants and agrees with the Township to indemnify and save harmless the Township of Killaloe, Hagarty and Richards of and from all claims or damages whatsoever arising or caused by any of the acts or negligence or otherwise of the employees of the Contractor referred to in this paragraph, except to the extent that such liability was caused by the negligent act or omission of the Township and its employees, agents, or contractors.

### **3.15 – Protection of Environment and Property**

(a) The Contractor shall be solely responsible for spills, dust control, debris, sediment runoff, contaminated material reporting, and any and all damage arising from the performance of the work caused by the Contractor, its employees, agents, or subcontractors. This includes, but is not limited to, damage to surface or subsurface utilities, roadways, sidewalks, curbs, buildings, structures, or other property located within or adjacent to the work area.

(b) The Contractor shall promptly repair or make good, at its own expense, any such damage to the satisfaction of the Township and the property owner, where applicable.

(c) The Contractor shall carry out the work in a manner that ensures the safety of its workers and the general public at all times. All work shall be performed in accordance with recognized safe work practices and in full compliance with all applicable federal and provincial legislation, regulations, and standards.

### 3.16 – Contract Performance

(a) No services within the service agreement will be sub-contracted without the Township’s prior consent; the Township reserves the right to reject the use of any subcontractor.

(b) Regular communication shall occur between Township representatives and a representative of the Contractor. Meetings may be called from time to time to review issues or concerns related to service levels or for clarification of contractual requirements.

### 3.17 – Insurance, WSIB, and Bonding

The successful Contractor shall deliver a certified copy of the Firm’s Public Liability and Property Damage Insurance Policy for the works, within ten (10) calendar days of receiving the acceptance notice. Coverage shall be at least **\$5,000,000** per accident and name the Township of Killaloe, Hagarty and Richards as a third-party insured. Failure to provide such proof may result in cancellation of the contract and forfeiture of the bid deposit.

Requirement	Details
Commercial General Liability (CGL) Insurance	\$5,000,000 minimum
Automobile Liability Insurance	\$2,000,000 minimum
Additional Insured	Township to be named as additional insured
WSIB Clearance Certificate	Current certificate – mandatory
Performance Bond	May be required up to 100% of the contract value

### 3.18 – Pricing

(a) Bidders shall provide a price for this project (refer to Appendix “G”), as stated in the Scope of Work and all other requirements of this tender.

(b) Tender prices shall remain firm for the duration of the Contract. No fuel surcharge or escalation shall be paid.

(c) Submitted price shall include all associated costs incidental and necessary to complete this work including, but not limited to, labour, material, equipment, fuel, hauling, placement.

### **3.19 – Failure to Perform**

The Township may, without prior notice, take remedial action if the Contractor fails to properly carry out its responsibilities to the full satisfaction of the Township. The Township may, after notifying the Contractor, undertake alternative means to perform the work during the time the Contractor is unable to perform.

### **3.20 – Litigation with the Township**

The Township reserves the right to consider ongoing litigation or prior disputes when assessing bidder responsibility, legal risk, and capacity to perform.

### **3.21 – Omissions and Discrepancies**

All Bidders should carefully review this Request for Tender for errors or questionable matters. Should a Bidder find discrepancies in or omissions from the Tender documents, including any schedules, drawings, or appendices, or should the Bidder be in doubt as to the meaning, require any further clarification, or have any questions pertaining to the Tender documents, the Bidder must address their concerns in writing to the Municipal Contact. No oral interpretation shall be made by a Bidder as to the meaning of any of the Tender request documents or be effective to modify any of the provisions of the request documents. Disputes based on any omission or error, or on the content of the solicitation, will be disallowed if these errors or omissions have not been brought to the attention of the Township as per the terms set out herein.

### **3.22 – Harmonized Sales Tax (HST)**

Bidders shall comply with all applicable tax legislation, including the Harmonized Sales Tax (HST). All invoices submitted shall clearly identify applicable taxes and include sufficient detail to meet all legislative requirements.

### **3.23 – Governing Procurement By-Law**

Tenders will be received, evaluated, accepted, and processed in accordance with the Township's Governing Procurement Policies and Procedures By-Law No. 21-2015 respecting purchasing (copy available upon request). By submitting a Tender for this project, the Bidder agrees to be bound by the terms and conditions of such By-Law and any amendments thereto. Any Contract resulting from this Request for Tender shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

### **3.24 – Reservation of Rights**

Once the closing date and time has passed, Bidders will not have the right to change conditions, terms, or prices once a Tender has been submitted in writing to the Township, nor shall Bidders have the right to withdraw a Tender.

# **PART 4 – EVALUATION, AWARD, AND COMPLAINT PROCESS**

## **4.1 – Opening of Tenders**

All submitted tenders will be opened in the Council Chambers of the Municipal Administrative Building located at 1 John Street, Killaloe, ON May 12<sup>th</sup>, 2026 at 10:00 AM local time. The opening of the tenders shall be conducted by the Works Superintendent, or designate, and other Municipal Officials as required. The opening of the tenders shall be open to the public.

## **4.2 – Acceptance of Tenders**

The Contract may be awarded to the lowest compliant and responsible Bidder, or to the Bidder offering the best overall value to the Township, considering price, experience, references, equipment availability, past performance, schedule, and ability to perform the work.

## **4.3 – Bid Irregularities, Clarifications, and Rectification**

- (a) The Township may determine whether an irregularity is material or non-material.
- (b) The Township may request clarification of ambiguous information. Clarifications cannot be used to change price, substance, or technical offering.
- (c) Contractors may not add missing material content after closing unless expressly permitted for non-material irregularities.
- (d) The Township may waive, permit rectification of, or seek clarification regarding minor irregularities that do not materially prejudice other Bidders.
- (e) Material non-compliance will result in disqualification.
- (f) No rectification will be permitted where it would amount to submitting a new bid, improving a bid after closing, or unfairly affecting ranking.
- (g) The Township's determination is final, subject to any complaint process required by policy or regulation.

## **4.4 – Procurement Complaint Process**

- (a) Within five (5) business days from the date upon which a Bidder is informed that they have not been selected as the winning Bidder, an unsuccessful Bidder has the right to submit a written request for a formal debriefing from the contract authority responsible for the procurement.
- (b) The Township will provide the debriefing within ten (10) business days of having received such a request, with a view to providing the unsuccessful Bidder with an opportunity to learn why their bid was not selected.
- (c) If the Bidder remains dissatisfied after the debriefing, the Bidder has an additional ten (10) business days to prepare and file a formal complaint.
- (d) Complaints will be reviewed by a designated municipal official who is not directly involved, where possible.
- (e) A formal complaint must be made in writing and addressed to the CAO/Clerk. The complaint should contain the identity of the complainant and the procurement process at issue, as well as a clear and detailed statement of the legal and/or factual grounds upon which the complaint is based. The complaint should also include, as attachments, any information or documents relevant to the complaint that are in the Bidder's possession.
- (f) The Township's written decision is final, subject to applicable law.

## **4.5 – Final Awarding Information**

- (a) By submitting a Tender, the Contractor acknowledges that the Township is under no obligation to disclose information regarding any Tender submitted, the results of the RFT process, or the reasons for selecting any Contractor.
- (b) All Tenders are received in confidence, subject to the disclosure requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended. The Township will maintain the confidentiality of all Tender information except as required by law or court order.

# **APPENDIX "A" – CONTRACTOR IDENTIFICATION SHEET**

*(Must be returned with Tender)*

**Request for  
Tender:** RFT-02-2026

**Project:** PULVERIZING OF OLD ASPHALT & APPLICATION  
OF HOT MIX TO PECOSKIE DRIVE

## **Contractor Information**

**Company Name:**

**Contact Person:**

**Mailing Address:**

**City and Province:**

**Postal Code:**

**Telephone Number:**

**Facsimile Number:**

**Cell Phone Number:**

**Email Address:**

**Signing Authority Name:**

**Contractor or Signing Official Signature:**

---

*(I have the authority to bind this Corporation)*

**Corporate Seal (if applicable):**

Affix Corporate Seal Here

## **APPENDIX “B” – TENDER ACKNOWLEDGEMENT AND ADDENDA DOCUMENTS RECEIVED**

*(Must be returned with Tender)*

**Request for Tender:** RFT-02-2026

**Project:** PULVERIZING OF OLD ASPHALT & APPLICATION OF HOT MIX TO PECOSKIE DRIVE

By signing below, the Contractor or authorized agent acknowledges and confirms:

(a) I/We have received all documents noted in the Table of Contents and all details necessary to submit a Tender.

(b) This Tender is submitted independently, without connection, knowledge, comparison of figures, or arrangement with any other party submitting a Tender for the same goods or services.

(c) I/We have carefully reviewed the RFT and hereby submit our Tender to the Township of Killaloe, Hagarty and Richards.

(d) I/We acknowledge receipt of all addenda issued to this RFT up to and including the following:

**Number of last addendum:**

**Description of last addendum:**

**Signing Authority Name (if applicable):**

**Date of Signature:**

**Contractor or Signing Official Signature:**

---

*(I have the authority to bind this Corporation)*

**Corporate Seal (if applicable):**

Affix Corporate Seal Here

# **APPENDIX “C” – CONTRACTOR EXPERIENCE AND REFERENCES**

*(Must be returned with Tender)*

**Request for Tender:** RFT-02-2026

**Project:** PULVERIZING OF OLD ASPHALT & APPLICATION OF HOT MIX TO PECOSKIE DRIVE

The Contractor shall list below the last three (3) locations where similar goods and services have been performed by this company within the last five (5) years.

## **Reference 1**

**Name of Company:**

**Corporate Contact:**

**Phone Number:**

**Goods and/or Services Supplied:**

**Date of Completion of Work:**

## **Reference 2**

**Name of Company:**

**Corporate Contact:**

**Phone Number:**

**Goods and/or Services Supplied:**

**Date of Completion of Work:**

## **Reference 3**

**Name of Company:**

**Corporate Contact:**

**Phone Number:**

**Goods and/or Services Supplied:**

**Date of Completion of Work:**

## **APPENDIX “D” – TENDER DELIVERY LABEL**

*(Must be completed and affixed to the outside of the submission envelope)*

**Request for  
Tender:** RFT-02-2026

**Project:** PULVERIZING OF OLD ASPHALT & APPLICATION  
OF HOT MIX TO PECOSKIE DRIVE

### **TENDER DOCUMENTS ENCLOSED**

#### **FROM (Contractor Information):**

**Company Name:**

**Address:**

**City/Town:**

**Province/Postal Code :**

**Contact Person :**

**Telephone Number:**

#### **DELIVER TO:**

**CAO/Clerk  
Township of Killaloe, Hagarty and Richards  
1 John Street, P.O. Box 39  
Killaloe, ON K0J 2A0**

## **APPENDIX “E” – GENERAL CONTRACTOR ACCESSIBILITY AGREEMENT**

*(Must be returned with Tender)*

**Request for  
Tender:** RFT-02-2026

**Project:** PULVERIZING OF OLD ASPHALT & APPLICATION  
OF HOT MIX TO PECOSKIE DRIVE

I/We hereby certify the accuracy of the following statement:

I/We confirm that all employees, agents, and subcontractors who will be providing goods or services on behalf of the Township of Killaloe, Hagarty and Richards have received Accessible Customer Service Training in compliance with the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, and Ontario Regulation 191/11 – Integrated Accessibility Standards, as amended.

**Date of Signature:**

**General Contractor Name:**

**Signing Authority Name (if applicable):**

**Signature:** \_\_\_\_\_

*(I have the authority to bind this Corporation)*

**Corporate Seal (if applicable):**

Affix Corporate Seal Here

## APPENDIX “F” – OCCUPATIONAL HEALTH AND SAFETY DECLARATION

(Must be returned with Tender)

**Request for  
Tender:** RFT-02-2026

**Project:** PULVERIZING OF OLD ASPHALT & APPLICATION  
OF HOT MIX TO PECOSKIE DRIVE

### WSIB Firm Number:

In submitting this tender, I/we, on behalf of

(Legal Name of Company)

Certify the following:

(a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25 of the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, as amended (the “OHSA”).

(b) For this Contract, as Contractor, I/we will fulfil the specific requirements of O. Reg. 213/91, Construction Projects, as amended.

(c) With respect to the services being offered in this tender, I/we and our proposed subcontractors acknowledge responsibility to, and shall:

1. fulfil all the “employer” obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations;
2. ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers;
3. provide information and instruction to all employees to ensure they are informed of the hazards inherent to the work and understand the procedures for minimizing the risk of injury or illness; and
4. ensure all work is carried out in accordance with the Occupational Health and Safety legislation.

(d) As employer and Contractor for this project, I/we agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

DATED on this \_\_\_\_\_ day of, \_\_\_\_\_ 2026.

**Authorized Signing Officer:**

**Title:**

**Signature** \_\_\_\_\_

**Corporate Seal (if applicable):**

Seal Here Affix Corporate

# Appendix "G" – Tender Form

*(Must be returned with Tender)*

**Request for Tender:** RFT-02-2026

**Project:** PULVERIZING OF OLD ASPHALT & APPLICATION OF HOT MIX TO PECOSKIE DR

**Name of Company:**

**Address:**

**Phone/Fax Number:**

**Email:**

## Tender Offer

I/We, the undersigned, having carefully examined the specifications and made all necessary inquiries, hereby offer to supply the materials and services described in this RFT to the Township of Killaloe, Hagarty and Richards in accordance with the said documents.

All Pricing shall be in Canadian Funds and include all applicable costs.

<b>Tender Price:</b>	\$ _____
<b>HST</b>	\$ _____
<b>Total</b>	\$ _____

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(I have the authority to bind the Corporation)

**Corporate Seal (if applicable):**

Seal Here Affix Corporate

**Note: This RFT is not transferable. Any alteration of the Company name entered heron may result in the Tender being considered irregular and rejected.**

## APPENDIX “H” – DECLARATION OF NON-COLLUSION

*(Must be returned with the Tender)*

**Request for  
Tender:** RFT-02-2026

**Project:** PULVERIZING OF OLD ASPHALT & APPLICATION  
OF HOT MIX TO PECOSKIE DRIVE

This Declaration of Non-Collusion is required to ensure that the Township of Killaloe, Hagarty and Richards receives bona fide competitive tenders through a free and fair competitive tendering process. Any effort by a Tenderer to influence the Township or its representatives in the process of examination, evaluation, and comparison of Tenders, or in decisions regarding the award of a Contract, shall result in the rejection of the Tenderer’s offer.

### WE CERTIFY THAT:

- The tender submitted herewith is a bona fide tender intended to be competitive.
- We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.

We have not done, and we undertake that we will not do, at any time, any of the following acts:

- Communicated to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the Tender).
- Entered into any agreement with any other person that he/she shall refrain from tendering or as to the amount of any tender to be submitted; or
- Offered or paid or given or agreed to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender any act or thing of the sort described above.

In this Declaration:

- **“Company”** means the Client and/or Owner of the project that is being tendered.
- **“Tenderer”** has the same meaning as the Bidder.
- **“Person”** shall include any individual or any company or association, corporate or incorporate.
- **“Any agreement or arrangement”** shall include any transaction of the sort described above, formal or informal and whether legally binding or not.

**Signed on behalf of:**

**Authorized Signature:**

---

**Corporate Seal (if applicable):**

Affix Corporate Seal Here

— End of Document —

RFT-02-2026 – Township of Killaloe, Hagarty and Richards