



**Township of Lanark Highlands
Request for Quotation
Septic System Installation
45 Canning St. Garage**

1.0 PROJECT DESCRIPTION

The Corporation of the Township of Lanark Highlands (hereinafter referred to as the Township) is seeking proposals from entities for the installation of a septic tank system for the Parks & Recreation garage (45 Canning St, Lanark, ON).

The purpose of this Request for Quotation (RFQ) is to provide and install a new filter media septic system for the new washroom at the Parks & Recreation garage. This RFQ also addresses the exact needs for the project outlined in the Project Scope. Schedule A identifies the location on the property where the system is to be installed.

All necessary approvals from the health unit and MVCA have been procured by the Township. The contractor who is awarded the RFQ will be responsible for the septic permit and design.

2.0 PROJECT SCOPE

SPECIFICATIONS

The Township will enter into an agreement for supply and installation of a filter media septic system including:

- 4200 infiltrator septic tank with risers
- 32m² filter bed
- Pipe and fittings
- Filter sand
- Washed septic stone
- Screened topsoil
- Equipment and labour
- Septic permit and design

3.0 PROJECT AUTHORITY

For further information regarding all aspects of this Request for Quotation, please contact:

Chelsea Rath, Manager of Facilities / Community Affairs
Township of Lanark Highlands
75 George Street, P.O. Box 340
Lanark, ON K0G 1K0

Email: commaffairs@lanarkhighlands.ca
Telephone: 613-259-2398 ext. 252
Fax: 613-259-2291

4.0 PROPOSAL VALIDITY

Proposals shall remain valid and open for acceptance by the Township for a period of thirty (30) calendar days, following the due date for receipt of submissions.



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5.0 SUBMISSION OF PROPOSAL

Please provide your proposal, signed by an authorized official, in a sealed envelope clearly identified as **Request for Quotation – Septic System Installation** addressed to the Project Authority. Proposals **MUST** be received at this location **NOT LATER THAN 4:00 pm on July 27th, 2022**. Submissions received after the above due date and time will not be considered, and will be returned unopened, to the originator.

6.0 INQUIRIES

All inquiries regarding this Request for Quotation are to be directed to the Project Authority. Inquiries must be received in writing (facsimile is allowable) no later than July 22nd, 2022. Both the questions and the answers will be distributed to all known potential proponents by way of a written addendum, without stating the source(s) of the inquiry. Information obtained from any other source is not official and should not be relied upon.

7.0 RIGHTS RESERVED BY THE TOWNSHIP

The Township will not be responsible for any costs incurred in the preparation and submission of this Request for Quotation.

The lowest cost proposal will not necessarily be accepted, and the Township reserves the right, in its sole discretion, to accept or reject any or all proposals and/or to reissue the Request for Quotation in its original or revised form. The Township also reserves the right to cancel this Request for Quotation at any time, without penalty or cost to the Township.

This Request for Quotation and the resulting proposals should not be considered a commitment by the Township to enter into any contract with any service provider. The Township of Lanark Highlands reserves the right to cancel this RFQ within 30 days of written notice. This RFQ is subject to council approval.

8.0 BASIS OF SELECTION

The onus is on the applicant to demonstrate their expertise, understanding and capacity to provide the materials outlined in Section 2 herein. The submissions will be assessed based on cost and according to how well they assure the Township of success in relation to the RFQ requirements. Please address each component in your submission. The detail and clarity of the written submission will be considered indicative of the applicant's expertise and competence. All submissions **must** contain the following information:

- Name, address, e-mail, telephone and fax number of the principal contact person;
- A list of related projects in the past three (3) years;
- At least three (3) client references for whom comparable work has been completed
- Contract rate with each component prices separately

9.0 CONTRACT

The Township is proposing a 6-month contract, prescribing the required terms and conditions.



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The successful contractor will not have the right to assign the contract nor any interest therein nor subcontract the performance of any service or the supply of any product without written consent of the Township. The selected contractor will be required to enter in to a formal written agreement solidifying the terms of this RFQ.

10.0 INDEMNIFICATION AND LIABILITY INSURANCE

The successful contractor shall at their own expense within 10 days of notification of acceptance and prior to the commencement of any work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence for any negligent acts or omissions by the contractor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including the loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage; owners and contractors protective; occurrence property damage; products and completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add the Township as an Additional Insured with respect to the operations of the contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The successful contractor shall indemnify and hold the Township, its officers and employees harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or acts of omissions whether willful or otherwise by the bidder, it's agents, officers, employees or other persons for whom the contractor is legally responsible.

Automobile Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000, inclusive for each and every loss.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to Township

11.0 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications. Questions about the collection of Information should be directed to the Deputy Clerk at 613-259-2398 ext. 231.

12.0 HEALTH AND SAFETY

The successful contractor shall be responsible for providing all safety training and related safety equipment, for employing safe work practices at all times while carrying out work for the Township, and for complying with all applicable health and safety legislation/regulations.



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Right to Accept or Reject Submissions

The owner reserves the right to reject any or all submissions or to accept any tender should it be deemed to be in their best interest to do so.

Submissions which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal.



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QUOTE FORM

Section 1 – Bidder Contact Information

Name of Firm Quoting: _____

Print Name: _____ Position: _____

Address: _____

City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____ Date: _____

Authorized Signature: _____

Please attach to your submission the following information:

- A list of related projects in the past three (3) years;
- At least three (3) client references for whom comparable work has been completed



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BID FORM FOR ITEMS AND UNIT PRICES

BID		
ITEM	DESCRIPTION	PRICE
1	4200L infiltrator septic tank with risers	\$
2	32m ² filter bed	\$
3	Pipe & fittings	\$
4	Filter sand	\$
5	Washed septic stone	\$
6	Screened topsoil	\$
7	Equipment & labour	\$
8	Septic Permit & design	\$
	Subtotal, excluding HST	\$

Time is of the essence and may be a consideration of award. Therefore, the quoting company shall indicate in his/her quote, the anticipated delivery date of the equipment, based on Municipal Council's decision to the Bidder of choice.

Anticipated start date: _____

By submitting this form, the contractor acknowledges the owner's right to accept or reject any submission at its sole discretion.

The undersigned affirms that he/she is duly authorized to execute this Bid.

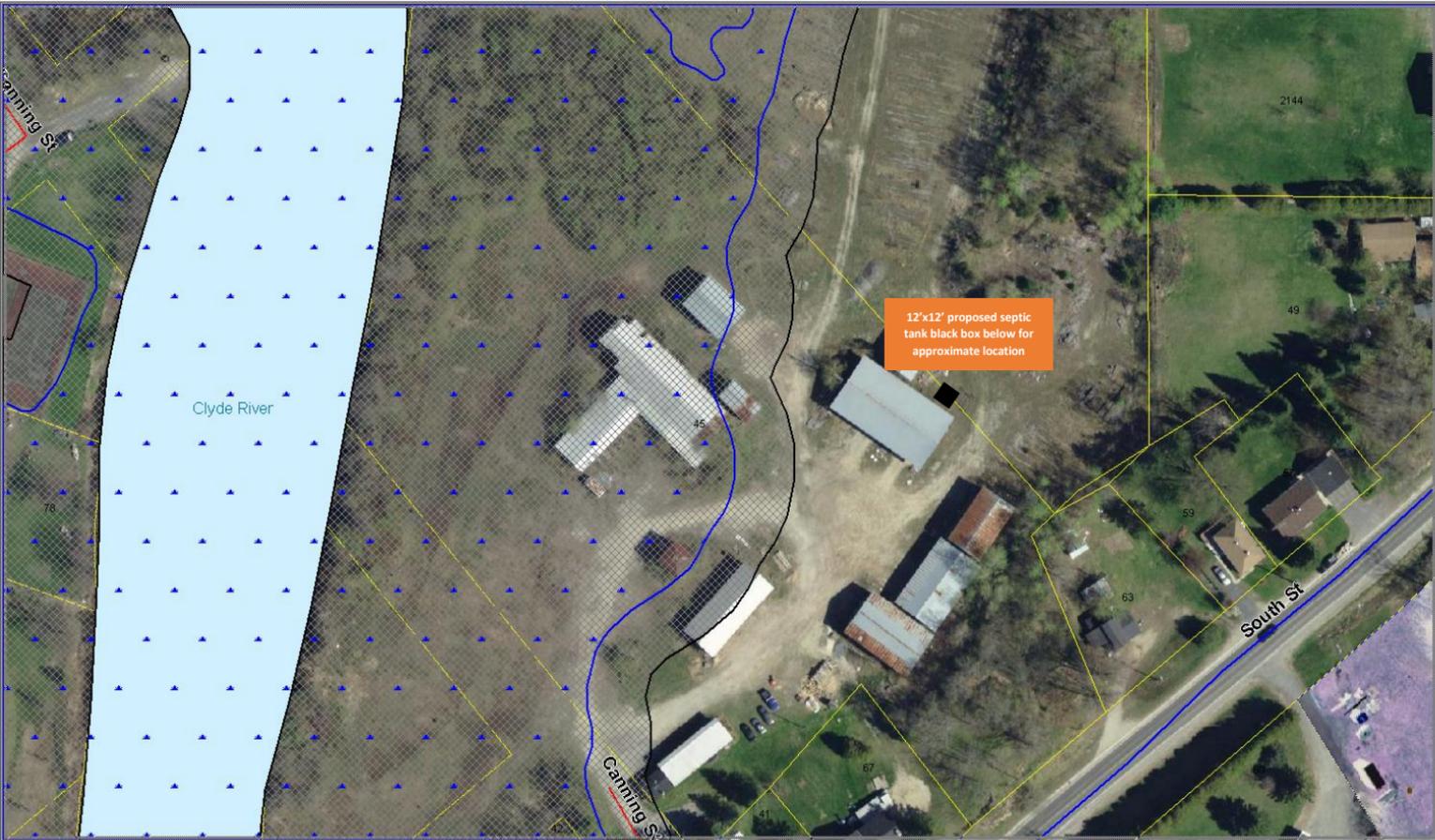
Contractor's NAME: _____

POSITION: _____

Contractor's SIGNATURE: _____

DATED THIS _____ DAY OF _____, 2022

SCHEDULE "A"



All ★

- Forestry
- Lakes
- Lanark County OP A - Land Use Designations
- Lanark County OP B - Source Water Protection
- Lanark Severances
- Lanark Village Cemetery - Status
- LIO Islands
- Minor Variances
- MPAC Property Codes
- MVCA
 - Flood Plain F
 - Regulation Limit R
 - Regulation Limit - Non Evaluated
 - Significant Wetlands W
 - Significant Wetlands - Non Evaluated
- Official Plan (Approved 2003)
- Official Plan Schedule A (Approved 2010)
- Official Plan Schedule B (Approved 2010)
- OP Amendments