



Request for Proposal

RFQ-MUN-02-20245

Removal, Supply and Installation of Class 5 Septic Holding Tank

1. Introduction

The Township of Bonfield is pleased to invite you to respond to this Request for Quote(RFQ) for the removal of existing and the supply and installation of a Class 5 septic holding tank at the Municipal Office. The intention of this RFQ is to solicit responses and formal proposal from qualified septic installers.

The Township of Bonfield is located along Highway 17 east, in the District of Nipissing with a population of 2,148. The Township is a single tier municipal government with a five-member Council with 10 full time staff.

Operations of the Township of Bonfield are managed out of the municipal office located at 365 Highway 531, Bonfield.

2. Scope of Work

2.1 The Township of Bonfield ("Township") is issuing this Request for Quote(Man) to solicit vendor proposals to supply and install a 22,000 liter Class 5 holding tank at the Municipal Office, located at 365 Highway 531 in Bonfield Ontario.

2.2 The project is full turnkey replacement of the existing holding tank. This includes the disconnecting, removal and disposal of the existing tank and the installation and connecting of the new tank for operations at the municipal office.

2.3 The tank is easily accessible at the rear of the municipal office in soil ground, there is no asphalt to be removed. The current tank is alarmed for notice of pumping and will be required to set back up to new tank. A pump is not required.

2.4 The municipality has obtained the required permit from the North Bay Mattawa Conservation Authority. There are mandatory inspections by NBMCA at substantial completion and final completion.

2.45 The work must be undertaken and completed by a licensed and registered Sewage System Installer in accordance with the Ontario Building Code Article 3.3.1.1, Division C and must provide a Schedule 2: Sewage System Installer Information.

2.5 Project must be completed by September 30, 2025. Payment will be made upon successful final inspection of project.

3. Date of Proposal Submission

One (1) original proposal shall be submitted in a sealed envelope addressed as follows:

RFQ-MUN-02-2025
Nicky Kunkel, CAO – Clerk Treasurer

Quotes must be submitted under the following instructions:

Quote CLOSING DATE: August 11, 2025
TIME: 2:00 p.m., local time

LOCATION: Township of Bonfield Office
365 Highway 531
Bonfield ON P0H 1E0

Submissions received by the date and time of closing will be opened immediately following the time of Tender closing.

Project Contact

Nicky Kunkel
CAO, Clerk-Treasurer
Township of Bonfield
705-776-2641
cao.clerk@bonfieldtownship.com

4. Proposal Content Requirements

4.1 Company Profile and Experience

- a) Provide an introduction to your firm and include the number of years in business under this company name, and the firm's primary business.
- b) Describe the capability and experience to deliver the project on time
- c) Provide a completed Sewage System Installer's Information Schedule 2 on the MMAH prescribed form.

4.2 Budget

The Proponent's submission shall include:

- a) Overall project cost exclusive of HST.
- b) A detailed cost and time breakdown of each major activity identified in the quote.
 - a. Final Payment will be made upon successful final inspection by NBMCA

4.3 Submission Format

- a. Forms to be submitted with the Proposal must be completed in their entirety in hard copy. All entries shall be clear and legible and made in a non-erasable medium and signed in ink. Schedule 2 for Septic Installer must be completed upon award.
- b. Submissions may be mailed, couriered or hand-delivered to the appropriate location. Delivery of the Tender through a third-party courier service shall be at the risk of the Proponent and must be arranged in due time for the Tender to arrive at the specified location before the Tender closing time. Failure of a third-party courier to submit the Tender prior to the Tender closing time will result in the disqualification of the Tender, and will be at no fault of the Township.
- c. Proposals must be sealed and labeled as Request for Quote - Supply and Install Class 5 Holding Tank.

5. Proposal Evaluation

All submissions must be in compliance with the requirements of the RFQ process in order to be considered for evaluation. All qualified Proposals will be reviewed and evaluated by staff for approval prior to acceptance of the successful Proposal by Council.

5.1 Proposal Selection

For the purpose of evaluation, the following criteria will be utilized to score each Proponent's Proposal.

Category	Description	Points
Experience, Qualifications, Project Management	Experience with similar projects, and proven ability to complete projects on time and budget.	10
Budget and Cost	Materials and cost list. HST must be shown separately.	30
Program Delivery	Ability to meet deadlines.	40

6. Proposal Award Procedure

All Proposals shall be final and binding on the Proponent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the Township. The Township reserves the right to invite shortlisted responders to an interview as part of the evaluation process.

The Township will notify the Successful Proponent of the award. The Successful Proponent agrees to accept the terms of the RFQ document as the work agreement and to undertake work on the program within 10 (ten) business days of the date of the notification of the Award.

GENERAL CONDITIONS

1. Indemnification

The Successful Proponent shall indemnify and hold harmless the Township, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease, or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Proponent is legally responsible.

2. Occupational Health and Safety Act

The Proponent's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Proponent acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work. For construction related agreements, the Proponent agrees to assume the role of the Constructor under said Act as it relates to the completion of this agreement.

3. Freedom of Information

The Township is subject to the Municipal Freedom of Information and Protection of Privacy Act, as amended (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township by the Proponent pursuant to this document may be available to the public unless the party submitting the information requests that it be treated as confidential.

Any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage may be identified as confidential. Proponents are encouraged to place all such details and information within a separate section of their submission. Complete Proposals are not to be identified as confidential.

4. Accessibility for Ontarian's with Disability Act, 2005

The Proponent's attention is drawn to the regulations within the AODA and acknowledges that they will comply with the Act as it relates to the completion of this project.

5. Cancellation

If the Proponent should neglect to execute the work properly or fail to perform any provision of this Award, the Township, after three (3) business days written notice to the Proponent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Proponent. Continued failure of the Proponent to execute the work properly shall result in termination of Agreement.

6. Proposal Withdrawal or Replacement

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing by submitting written notice to the RFQ contact. Replacement Proposals are welcome until the Proposal Closing.

7. Disqualification

The Township reserves the right to reject lowest and any or all proposals. Failure of the Proponent to satisfy any term or condition of this RFQ may result in the rejection of said Proposal. Further, any incomplete proposals, qualified proposals, proposals not properly signed/dated, proposals received after the closing date/time, proposals completed in pencil, proposals with incomplete calculations, and proposals lacking required information will be rejected as incomplete.

8. Solicitation Of Council Members, Township Staff And Township Consultants

Service Providers and their agents shall not contact any member of the Township Council, unauthorized Township staff or Township consultants with respect to this RFQ, other than the Contract Administrator at any time prior to the award of a contract or the cancellation of this RFQ.

Should the Service Provider or any of his agents give or offer any gratuity to or attempt to bribe any member of the Township Council, Officers or Servants, the Township shall be at liberty to cancel the contract forthwith or to direct the Township to take the whole or any part of the works out of the hands of the Service Provider under the same provisions as those specified. No Service Provider may discuss or communicate about, directly or indirectly, the preparation or content of its Quotation with any other Service Provider or agent or representative of any other Service Provider or prospective Service Provider. If the Township discovers there has been a breach at any time, the Township reserves the right to disqualify the Quotation or terminate any ensuing Agreement.

9. Examination of Documents

Each Proponent must satisfy himself or herself by a personal study of the RFQ documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFQ. Prices must include all incidental costs and the Proponent must be satisfied as to the full requirements of the RFQ.

FORM OF PROPOSAL - MAIN

Responders Information

1. Contact Information

Company Name (hereinafter called the "Proponent"): _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Alt Number: _____

Proponent's Representative: _____

Authorizing Signature, Authority and Title: _____

2. Company Profile

- i. Website: _____
- ii. Years in Service: _____
- iii. Main Products/services: _____
- iv. Main market / Customers: _____
- v. Subcontract – Local (if applicable): N/A
- vi. Total Number of Employees: _____
- vii. Number of Employees in Technical Support: _____

3. Attestation

- a) No person, firm or corporation, other than the Proponent, has any interest in this Proposal or in the proposed agreement for which this Proposal is made and to which it relates;
- b) This Proposal is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same service, and is in all respects fair and without collusion or fraud;
- c) No member of the Municipal Council or any other officer of the Corporation of the Township of Bonfield will become interested directly or indirectly as a contracting party without disclosing their interest and otherwise complying with the Municipal Conflict of Interest Act, RSO 1990;
- d) The content and requirements of this Proposal document have been read and understood.
- e) All prices are quoted in Canadian funds.

Dated: _____

Signature of Witness: _____ Signature of Authorizing Proponent: _____
Printed names: _____

RFQ – MUN -2025-02 Class 5 Holding Tank: BID FORM

Quote:

Price shall include all expected fees including labour.

Price shall include all Federal taxes and duties and all Provincial taxes and Exemptions.

Price shall be free on board (F.O.B.) 365 Highway 531 Bonfield, Ontario and shall include all fees, charges, surcharges and/or expenses associated with the delivery of any kind.

List items to be purchased

Removal, disconnection and disposal of existing system \$ _____

Supply of new 22,000, Class 5 holding tank \$ _____

Installation and connection of new tank \$ _____

Subtotal of Quote \$ _____

HST \$ _____

Total Quote: \$ _____

Warranty detail on supply and install: _____

Company name: _____

Name of Signature: _____

Signature: _____

Date: _____

I hereby declare I have authority to bind the company: _____