



THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY

REQUEST FOR QUOTATION: RFQ 2026 - 01  
ROADSIDE MOWING

**Submissions will be received until 11:00 AM local time on:  
January 28, 2026**

Quotations will be received electronically or to the Township of South Glengarry office:  
ATTN: INFRASTRUCTURE SERVICES  
[clerk@southglengarry.com](mailto:clerk@southglengarry.com)

Township of South Glengarry  
Box 220, 6 Oak Street,  
Lancaster Ontario,  
K0C 1N0

Persons interested in procuring may obtain the necessary documents and specifications from our website at [www.southglengarry.com](http://www.southglengarry.com). Late submissions will not be accepted.

***LOWEST OR ANY PROCUREMENT NOT NECESSARILY ACCEPTED***



## **SECTION 1 - INVITATION INSTRUCTION AND SUBMISSION**

### **1.1 DEFINITION**

**“Bidder”** means the qualified professional contractor that is submitting the Quotation in response to this Request for Quotation.

**“Successful Bidder”** means the Bidder that has provided the Town with the “Best Value” and upon Council approval will be awarded the contract.

**“Quotation”** or **“Bid”** means the offer of services by the Bidder to the Township in response to this RFQ.

**“RFQ”** means Request for Quotation.

**“Submission Deadline”** means the deadline (date and time) to submit Quotations.

**“Township”** means the Municipality of South Glengarry.

### **1.2 INVITATION TO BIDDERS**

This request for Quotation (the “RFQ”) by the Township of South Glengarry (the Township of South Glengarry”) invites Quotations from qualified Bidders for supply equipment and operators for the roadside mowing in various location in South Glengarry.

**The scope of work for this RFQ is further described below:**

- (a) Complete roadside mowing along township roadways by the hour between May and Oct (weather permitting) as directed by the Road Supervisor.
- (b) Roadside mowing shall take place Monday to Friday 6am to 5pm.
- (c) The Roads Supervisor or designate will direct contractor where roadside mowing is to be completed on a weekly basis.
- (d) Contractors must submit their equipment specification sheet along with their bid.
- (e) Contractors are permitted to park their equipment overnight on the nearest township property in the area they are working.
- (f) Cutting width of mower shall be minimum 1.5m, offset flail mowers are recommended, to mirror township equipment operations. Equipment should be adequately sized to operate mower attachment and be capable of completing roadside mowing across the entire right of way from Fence to Fence.

- (g) Hourly roadside mowing, consisting of a primary single pass on both sides plus intersection site lines, then a second full push back pass of entire Right of Way.

### **1.3 RFQ CONTACT**

For the purposes of this procurement process, the RFQ Contact will be:

Belinda Dixon  
Coordinator – Infrastructure Services  
[infrastructure@southglengarry.com](mailto:infrastructure@southglengarry.com)

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Township, other than the RFQ Contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's quotation.

### **1.4 TYPE OF CONTRACT**

The selected Bidder will be required to enter into a contract with the Township of South Glengarry for the provision of the scope of work in this RFQ based on the Contract Terms and Conditions set out in the RFQ (the "Contract"). It is the Township's intention to issue a purchase order Agreement with only one (1) legal entity.

### **1.5 INVOICING**

Invoicing shall take place monthly, operators will be required to have their bills signed weekly. Invoices can be submitted to [AP@southglengarry.com](mailto:AP@southglengarry.com) or 6 Oak St Lancaster Attn: Infrastructure .

### **1.6 TERMS OF AGREEMENT**

The Contract will commence immediately after award, however, not before the execution of the contract and will continue until the scope of work is complete as approved by the Township. The term of Contract is to be more particularly described in the agreement.

### **1.6 RFQ SCHEDULE**

Issue Date of RFQ	<b>January 7<sup>th</sup>, 2026</b>
Deadline for Questions	<b>January 20<sup>th</sup>, 2026</b>
Submission Deadline	<b>January 28<sup>th</sup>, 2026, at 11:00 a.m.</b>
Anticipated Award	<b>February 25<sup>th</sup>, 2026</b>

The RFQ schedule is tentative only and is subject to change by the Township at any time. In the event a change is made to the schedule, the Township will issue an addendum.

## **1.7 SUBMISSIONS**

Quotations need to be submitted electronically to [clerk@southglengarry.com](mailto:clerk@southglengarry.com) Attn: Infrastructure Services.

Respondents should submit one (1) electronic copy of their quotation and in the subject line prominently mark with the RFQ title and number (see RFQ cover).

## **1.8 INQUIRIES, AMENDMENTS, AND ACKNOWLEDGEMENT OF ADDENDA**

The Township may issue addenda up to August 14<sup>th</sup>, 2025, correcting errors, discrepancies, or omissions in the RFQ, to clarify the meaning or intent of any provision within.

Addenda will be issued on our Township of South Glengarry web page. Bidder is required to acknowledge each addendum. Bidders must check the web page for any new addenda prior to the Submission Deadline.

The Township will not be responsible for a withdrawn bid due to the Bidders failure to acknowledge any addenda issued prior to the Submission Deadline. It is the Bidders sole responsibility:

- (a) Make any adjustment to their Bid;
- (b) Acknowledge the addendum by printing off a copy and initialing the document.
- (c) Ensure the Bid is submitted and received by the Township by the Submission Deadline.

## **1.9 QUOTATIONS RECEIVED ON TIME**

Quotations must be submitted by the Submission Deadline. The time of receipt will be determined by a date and time stamp. Late submissions will not be accepted.

## **1.10 QUOTATION IREVOCABLE AFTER SUBMISSION DEADLINE**

Quotations will be irrevocable for a period of sixty (60) days that will commence at the time of Submission Deadline.

## **SECTION 2- EVALUATION AND AWARD**

### **2.1 EVALUATION**

An evaluation team comprised of Township Staff will evaluate all Quotations received using a consensus approach. The following evaluation criteria outline the areas of importance that will be considered in project award. Quotation submissions should satisfy all criteria points wherever possible.

- (a) Compliance: Submission will be reviewed to confirm compliance with all the mandatory requirements of this RFQ. Submissions meeting all the Submission Requirements will proceed to price evaluation.
- (b) Price: The quotations with the lowest price will proceed to the award contract phase.

### **2.2 CONTRACT AWARD**

Subject to the provision of this RFQ; the Township shall enter negotiation to finalize the terms of Contract after Council awards the RFQ.

- Terminating the RFQ due to budget constraints and any unforeseen circumstances and proceeding with some or all the Services in some other manner including without limitation by engaging other Service Providers.
- Inviting one of the Bidders to enter discussions to reach an agreement for the Services, commencing with the Bidder having the second-best score and so forth.

Where an agreement has been reached on the terms of the Contract, the Township shall prepare a contract for execution, which, subject to any negotiated changes as permitted by the RFQ, shall be in substantially the same form as the Contract and shall all terms, conditions, requirements, and obligations have imposed by the RFQ.

**The term of this Contract is for one year (2026) with the option to renew for one additional year (2027) renew must be mutually agreed upon by both parties.** An evaluation shall be conducted by the Township to determine where the contract renewal is warranted.

Prior to commencement of the second-year term, the Contractor will receive a letter stating the intent of the Township to renew the Contract.

The Contractor must submit a written response within 15 working dates to accept the terms of the renewal.

These written documents shall be considered an extension to the original contract and be bound by the specifications contained therein unless otherwise changed / clarified in the renewal offer.

### **2.3 FAILURE TO ENTER INTO AGREEMENT**

Once approved, the Successful Bidder will be contacted by the Township to initiate negotiations regarding the Agreement. Should the Township and Successful Bidder fail to reach an agreement within reasonable time, Township Staff recommend to Council that the contract be awarded to the next lowest ranked Bidder.

## **SECTION 3 – RFQ GENERAL TERMS AND CONDITIONS**

### **3.1 RFQ NOT BINDING**

This RFQ is intended to obtain Quotation from prospective Bidders. This RFQ does not create a formal legally binding bidding process. This RFQ does not commit the Township in any way to select Bidder, or to proceed to negotiations for a Contract, or to award any Contract, and the Township reserves the right to, at any time, reject all Quotations, and to cancel this RFQ process.

This RFQ is not intended to create, and should not be construed as creating, contractual relations between the Township and Bidder, including any “Contract A”.

### **3.2 QUOTATION COSTS**

The Bidder has the sole responsibility for any costs associated with preparing its Quotation in response to this Request for Quotation. In no event will the Township be responsible for the costs of preparation or submission of any Quotation.

### **3.3 COMPLETENESS**

Bidders must complete all parts of the Quotation in accordance with the Quotation documents specified herein. Quotations which are submitted that are incomplete or not properly executed shall not be accepted.

### **3.4 VERBAL INFORMATION**

No verbal instructions or verbal information to Bidders will be binding on the Township. All written instructions and specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the official closing. Should alterations to the RFQ be deemed necessary by the Township, these alterations will be made in the form of written addenda and shall be posted on the Township web page. The addenda shall be considered as part of the request.

### **3.5 IRREVOCABLE OFFER**

Quotations submitted to the Township shall constitute a valid and irrevocable offer which is open for acceptance by the Township from and after submission until the expiration of the 90<sup>th</sup> day following the Submission Deadline specified in “Item 2. Submission Deadline”.

Without limiting the generality of the foregoing, the Township reserved the right to:



- (a) Reject any Quotation whether or not complete and whether or not it contains all the required information;
- (b) Require clarification of the Quotation;
- (c) Request additional information on any Quotation;
- (d) Reject any and all Quotations without any obligation of compensation or reimbursement to the Bidders;
- (e) Re-advertise for new submissions or Call for Tenders for this work or the work of a similar nature;
- (f) Negotiate with any one or more of the Bidders with respect to any aspect of the RFQ, this process, mandatory requirements or otherwise with respect to the Quotation; and
- (g) The Township, in its sole and absolute discretion, independently verify any information in any submission.

The Township reserves the right to debrief both the successful and unsuccessful Bidders after the announcement of the selected Bidder.

Wherever the word “will”, “shall” or “must” are used in this RFQ, the Township will have the option of waiving this as a mandatory requirement as it is intended the Quotation be subject to review and all options may be known to the Township at this time. Therefore, the Township must have the ability to waive what otherwise appear to be mandatory requirements in the appropriate situation as determined by the Township.

The lowest priced or any Quotation will not necessarily be accepted.

### **3.6 PRICE REQUIREMENT**

Prices shall be in Canadian Funds, for the Work, delivered and installed.

Total price in the Bidder’s Quotation sheet must include listed items in the specifications.

All prices shall include applicable taxes, custom duty, excise tax, freight, insurance, and all other charges of every kind attributable to the work except for Provincial Sales Tax, as applicable, which shall be shown as extra, unless otherwise specified.

This is intended to be a fixed price contract unless otherwise specified in Schedule C. All work required or desired under the terms of this RFQ is to be included in the price and the price is not to be subject to adjustment, including due to unknown or undisclosed conditions, increases in costs of materials other than the changes to Provincial Sales Tax or Goods and Services Tax rates.

No extra charges will be permitted unless prior written authorization from the Township.

In the event of any discrepancy between the unit price and the extension, the unit price shall govern.

### **3.7 INSURANCE COVERAGE REQUIREMENTS**

The Township reserves the right to request higher limits of insurance or other types of policies appropriate to the work, as the Township may reasonably require.

The successful applicant shall at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Corporation of the Township of South Glengarry with evidence of:

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

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / \$5,000,000. annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; liquor liability (if applicable) cross liability and severability of interest clause.

The Bidder shall obtain and maintain at its own expense, including the cost of any applicable deductible, the insurance coverage required by the Township. The policies required shall not be cancelled or permitted to lapse unless the insurer notifies the Township in writing at least thirty (30) days prior to the effective date of cancellation or expiry.

### **3.8 TERMS OF PAYMENT**

Unless progress payments or alternative payment terms are agreed to under the terms of the RFQ and any Quotation, as accepted by the Township, the contract price shall be invoiced after delivery of material or services rendered and payable thirty (30) days from the later of such date and the date of receipt of invoice.

### **3.9 TAXES**

Goods and Services tax and provincial Sales Tax are applicable. HST of 13% will apply to all payments for services rendered.

### **3.10 LIMITATION OF LIABILITY**

In no event shall either party be liable to the other for indirect or consequential damages, damages for loss of profit, revenue or reputation or other indirect damages arising out of the breach of fault or negligence of either party under the terms of this RFQ or any agreement arising therefrom.

Each Bidder, by submitting a Quotation, agrees that:

- (a) In the event that any or all of the Quotations are rejected or disqualified for any reason, proper or improper, or the Project or selection is modified, suspended or cancelled for any reason, neither the Township or its member municipalities, employees, officers, directors or representatives will be liable under any circumstance for any claim, damage, losses, cost, reimbursement or compensation to any person or entity whatsoever arising out of this Quotation, including, but not limited to the cost of preparation of the Quotation, loss of anticipated profits, loss of opportunity and any other matter;
- (b) The Bidder hereby waives any claim for loss of profits or loss of opportunity if the Quotation is rejected or disqualified or the Bidder is not successful on the selection process for any reason whatsoever;
- (c) The Bidder acknowledges that in evaluating the Quotations, the Township and its advisors are seeking a Quotation satisfactory to the Township and under no obligation to the Bidder to do anything other than bona fide consider all Quotations.

### **3.11 CONTRACT CANCELLATION**

The Township shall have the right, which may be exercised from time to time to cancel any uncompleted or unperformed portion of the work or balance of contract without cause or fault. In the event of such cancellation, the Township shall pay to the Company the cost and expenses by the Company in performing that portion of the work completed up until the date of cancellation.

### **3.12 CONFLICT OF INTEREST**

For the purposes of this RFQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- a. in relation to the RFQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
  - (i) having or having access to confidential information of the Township in the preparation of its quotation that is not available to other respondents;

- (ii) having been involved in the development of the RFQ, including having provided advice or assistance in the development of the RFQ;
  - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFQ;
  - (iv) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process); or
  - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non- competitive or unfair.
- b. in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent's other commitments, relationships, or financial interests:
- (vi) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
  - (vii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

### **3.13 DISQUALIFICATION OF PROHIBED CONDUCT**

The Township may disqualify a respondent, rescind a notice of selection, or terminate a contract subsequently entered if the Township determines that the respondent has engaged in any conduct prohibited by this RFQ.

### **3.14 RESPONDENT NOT TO COMMUNICATE WITH MEDIA**

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without first obtaining the written permission of the RFQ Contact.

### **3.15 ILLEGAL OR UNETHICAL CONDUCT**

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion.

Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Township; deceitfulness; submitting Quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

### **3.16 CONFIDENTIAL INFORMATION OF THE TOWNSHIP**

All information provided by or obtained from the Township in any form in connection with this RFQ either before or after the issuance of this RFQ:

- (a) is the sole property of the Township and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Township;
- (d) must be returned by the respondent to the Township immediately upon the request of the Township.

### **3.17 CONFIDENTIAL INFORMATION OF BIDDER**

A respondent should identify any information in its Quotation, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Township. The confidentiality of such information will be maintained by the Township, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their Quotations will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Township to advise or assist with the RFQ process, including the evaluation of Quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

## APPENDIX A- Bidder Information Form

Please fill out the following form, naming one person to be the respondent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	

## APPENDIX B

### Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any of the work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated.

\*Denotes a "Mandatory" field

### Pricing Form

This is a unit Price Contract. Pricing is in Canadian Dollars. HST is shown as a separate line item.

All pricing should be inclusive of all equipment, material, labour, permits, fees, licenses, and all other related costs necessary to complete all work successfully as stated within this RFQ. Quantities stated within this RFQ are estimates only.

Item	Details	Hr	Unit Price	Total
1	Roadside Mowing	500	\$	\$
Sub Total				\$
HST				\$
Total				\$

### Equipment List

Provide specifications on equipment to be used for the contract.

Tractor Make/Model	Tractor HP	Mower Make/Model	Cutting Width	No of units

### Documents

It is your responsibility to make sure the Township of South Glengarry can open and view your bids.

Please submit the following documents:

- Proof of Insurance (certificate of insurance)  
*Such insurance shall add Corporation of the Township of South Glengarry as Additional Insured and include a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.*
- WSIB Certificate.