

REQUEST FOR QUOTATION

BRUSHING AND DITCHING

2026

Quote No.

2026-016

Bid Closing: February 26th, 2026

Joie de vivre



www.westnipissingouest.ca



**MUNICIPALITY OF WEST NIPISSING
REQUEST FOR QUOTATION BRUSHING AND DITCHING**

**SECTION 1.0
INSTRUCTION TO BIDDERS**

INVITATION TO BID

The Municipality of West Nipissing is seeking qualified contractors undertake brushing and ditching located at various locations throughout the Municipality as outlined in the bid documents.

Owner: Municipality of West Nipissing
101-225, Holditch Street
Sturgeon Falls, On P2B 1T1
Phone: 705-753-2250
Fax: 705-753-3950



**MUNICIPALITY OF WEST NIPISSING
REQUEST FOR QUOTATION BRUSHING AND DITCHING**

**SECTION 1.0
INSTRUCTION TO BIDDERS**

BID SUBMISSION

- 1.0)** Bid documents must be returned in a sealed envelope clearly marked “Brushing and Ditching” complete with bidder’s Company name and Bid reference number to the Municipality of West Nipissing town hall, 101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1, before 11:00 AM (local time) on February 26th, 2026 (the “Official Closing Time”).
- 1.1)** Bids will be deemed to have been received when a Municipality representative has stamped the envelope with the time and date of receipt with the time clock located at the Services counter. The time clock located at the services counter is the official time piece. Bids may also be submitted through the exterior drop box at Town Hall, 225 Holditch Street, Sturgeon Falls. Bids submitted through the exterior drop box will be recorded as received when the drop box is opened the following morning.
- 1.2)** Bids submitted by facsimile or electronically will not be considered.
- 1.3)** All pages contained in the tender documents form an integral part of this quotation.
- 1.4)** The lowest or any tender will not necessarily be accepted. The owner may decide, at its sole discretion, that no quote submitted will be accepted and no contract will be awarded pursuant to this RFQ process. If the owner elects to reject all quotes, all bidders will be notified and the owner will not be liable to any bidder in preparing the tender, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5)** Bidders are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the RFQ documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.6)** Partial or incomplete bids will not be considered.
- 1.7)** Bidders are advised that the Municipality functions through its Policy 2006/332 “Validity of Tenders” and its Bylaw 2016/89 “By-Law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing”, including revisions to those policies passed by Municipal Council.
- 1.8)** In case of a corporation that has a corporate seal, the corporate seal shall be affixed to the tender form.



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**SECTION 1.0
INSTRUCTION TO BIDDERS**

QUESTIONS AND CLARIFICATIONS

- 2.0)** Enquiries, request for explanation, interpretations or clarifications must be submitted by email to sremillard@westnipissing.ca. Only those inquiries submitted by email will be considered. Emails submitted must include the tender title and tender reference number.
- 2.1)** Enquiries will be received up to 11:00 AM local time on February 19th, 2026. Enquiries received after the date and time noted will not receive a response.

BID OPENING

- 3.0)** Bids will be opened immediately after Bid Closing time. Only the names of the Bidders and bid price will be disclosed. Bids will be opened immediately after Bid Closing time. Only the names of the Bidders and bid price will be disclosed. Bid opening will be available via live stream on the Municipality's web site.
- 3.1)** Bid received after the official closing time is considered LATE, and will not be accepted and will be returned unopened to the bidder.

ADJUSTMENT OR WITHDRAWAL OF BIDS

- 4.0)** Adjustment by telephone, facsimile or letter for a bid already received will not be considered. A bidder desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
- 4.1)** Bidders may withdraw its bid at any time prior to closing provided the withdrawal:
- i) is in the form of a letter and,
 - ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
 - iii) is signed by the bidder's duly authorized signing officer;
- 4.2)** Bids may not be withdrawn after they have been opened and read publicly. Successful bidders wishing to withdraw a bid shall pay the difference between their low bid and the next lowest bid.

EXAMINATION OF SITE CONDITIONS

- 5.0)** It is the responsibility of the bidder before submitting a quote to carefully examine the site of the proposed work. Tenderers shall fully informed themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground,

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quality and quantity of the material to be encounter, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

- 5.1)** Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the bidder from his responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the RFQ documents and the bidders must evaluate such information relative to the actual conditions at the place of the work.
- 5.2)** A site visit can be scheduled with the Manager of Public Works or designate. Please contact Public Works Manager Shawn Remillard at sremillard@westnipissing.ca to schedule

INSURANCE

- 6.0)** The successful tender shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner one (1) copies of certificates attesting to the fact that the required policies of insurance have been obtained by the bidder
- i) General Commercial Liability in the amount of \$2,000,000 (two million)
 - ii) The Municipality of West Nipissing shall be included as additionally insured, but only in respect of and for the duration of the services to be performed under this agreement.

PRE-QULIFACTION OF CONTRACTOR

- 7.0)** Contractor or all sub-contractors working for the contractor must pre-qualify with the Municipality of West Nipissing health and safety officer before starting work.



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**SECTION 2.0
QUOTE FORM**

QUOTE FORM:

- 1.0)** I/we recognize the right of the owner to reject any and all bids for any reason without explanation and that the lowest bid may not be necessarily be accepted.
- 1.1)** I/we understand that my/our bid will be subject to rejection unless it is prepared in strict accordance with all the requirements of the bid documents.
- 1.2)** All pricing shall be in Canadian funds, all applicable taxes included with the exception of HST which will be considered as extra to the cost.
- 1.3)** I/we hereby acknowledge receipt of the following addenda ____ to ____ forming part of the bid documents **(If none have been received, write the word none)**
- 1.4)** If a discrepancy is found in the bid form between the unit price and the total amount, the unit prices shall be considered as representing the intention of the bid.
- 1.5)** Projects will be awarded per individual road.
- 1.6)** I/we agree to furnish the following information in addition to the signed contract, all within ten (10) days from the date of acceptance.
 - i) Shall deliver to the owner a certificate of insurance as specified in the bid document.
 - ii) Shall deliver to the owner H&S manual, WSIB certificate and MSDS sheets as specified in the bid document



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SECTION 2.0
QUOTE FORM

FORM OF BID

Having carefully examined the site and all conditions affecting the proposed work at listed sites as well as the Bid Document including the drawings and specifications (if any), all addenda and the instruction to bidders, I/we, undersigned, hereby offer to furnish all necessary labour, materials, supervision, tools, equipment etc. required to complete all work requisite for the proper execution of this contract, expeditiously and in the satisfactory manner and accept in full payment therefore stipulated sum of:

ROAD	APPROX P = 200MM to 600mm PIPE D = DITCHING B = BRUSHING CB = PUP BASINS	BID PRICE PER LINEAR METER OF ENTRANCE CULVERT	BID PRICE PER LINEAR METER OF CENTERLINE CULVERT	BID PRICE PER LINEAR METER OF DITCH	BID PRICE PER PUP CATCH BASIN EA.	BID PRICE PER LINEAR METER OF BRUSHING	TOTAL COST PER ROAD
East Rd (HWY64 to Perch Lake Rd)	P = 434m D = 9000m B = 6000m						
Trottier (HWY 64 to end)	P=252m D=7100m B=1800m *Ditching is 300mm+ for majority of road						



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SECTION 2.0
QUOTE FORM

Salter (Between Dutrisac and Coursol)	P= 394m D=1200m B=1100m						
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SEPARATE UNIT PRICE

DESCRIPTION	UNIT PRICE
Excavator & Operator with ditching bucket	/hr
Tri Axle Rate	/hr
Excavator & Operator with brushing head (optional)	/hr
Float Rate	/hr
Excavator & Operator with Rock Breaker	/hr
Shouldering under guard rails	/L.M.
End Treatment	/Ea.
Seeding as Per OPSS.MUNI 804	/M2
Culvert removal and backfill only per OPSS	/Ea.



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SECTION 2.0

QUOTE FORM

Removal of Trees Greater than 150mm diameter and less than 300mm	/Ea.
Removal of Trees Greater than 300mm	/Ea.
Rock breaking	/M2
Removal and disposal of existing bridge structure (Trottier Rd) *Cost should include any supplies or equipment necessary to protect the waterbed during removal and any dewatering required	/Total
Installation of 2 – 1800mm x 9m culverts to replace bridge (Trottier Rd) *Cost should include any supplies or equipment necessary to protect the waterbed during installation *Cost should include all labor, aggregates, compaction, etc.. for installation per OPSS and any dewatering required	/Total



**MUNICIPALITY OF WEST NIPISSING
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QUOTE FORM**

NOTES:

- Pipe supplied by the Municipality
- Bid price per linear meter of pipe shall include all labor, aggregates, compaction, etc.. for installation per OPSS including removal and disposal of existing
- Centerline Culverts require a frost treatment at 3:1 as per OPSS included in the unit rate
- Entrance culverts do not require frost treatment unless specified and approved by PO.
- Bid price to include all pipe from less than 600mm and less than 1.5 meters of cover
- Culverts greater than 600mm and or greater than 1.5 meters of cover shall be quoted individually and approved with an individual Purchase Order.
- Bid Price per linear meter of pipe shall include all end treatments per OPSS
- Bid price per catch basin (Pup Basin) shall include all labor, aggregates, compaction, etc. for installation per OPSS including removal and disposal of existing
- HDPE Pup catch basins supplied by the municipality
- Contract award is per road



**MUNICIPALITY OF WEST NIPISSING
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**SECTION 2.0
QUOTE FORM**

Signatures:

Contractor full business name:

Contractor full business mailing address:

Phone No: _____ Fax No: _____

Signature: _____

I have the authority to bind this company/corporation

NAME: _____ (Please Print)

TITLE: _____ (Please Print)

Dated at _____ this _____ day of _____, 2026.

CORPORATE SEAL:



**MUNICIPALITY OF WEST NIPISSING
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**SECTION 2.0
QUOTE FORM**

APPENDIX "A"

PREVIOUS EXPERIENCE

Please indicate three (3) past/current related work experience

All bidders must demonstrate similar experience by providing references from a government/public sector entity of similar nature. Bidders without or with insufficient government/public sector experience may be disqualified. Past experience with the Municipality will also be considered. Prior poor performance with the Municipality may result in disqualification. Decisions of disqualification by the Municipality will be deemed final and will be given to the bidder in writing.

Reference#1

Project Title & brief description of work:

Project start date: _____ Project end date: _____

Total value of contract awarded: \$ _____

Owner or Contractor who awarded contract: _____

Contact person: (Full Name) _____ Phone: _____

Reference#2

Project Title & brief description of work:

Project start date: _____ Project end date: _____

Total value of contract awarded: \$ _____

Owner or Contractor who awarded contract: _____

Contact person: (Full Name) _____ Phone: _____

**MUNICIPALITY OF WEST NIPISSING
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**SECTION 2.0
QUOTE FORM**

APPENDIX "A"

PREVIOUS EXPERIENCE

<p><u>Reference#3</u></p> <p>Project Title & brief description of work:</p> <p>_____</p> <p>_____</p> <p>Project start date: _____ Project end date: _____</p> <p>Total value of contract awarded: \$ _____</p> <p>Owner or Contractor who awarded contract: _____</p> <p>Contact person: (Full Name) _____ Phone: _____</p>

APPENDIX "B"

EXCAVATOR DESCRIPTION AND IDENTIFICATION

The following information must be provided for all equipment to be used in the contract. All equipment shall be in good operating condition and must pass an inspection by the Manager of Public Works or designate prior to awarding of the tender.

In the event that the bidder makes a misstatement as to the specifications of the equipment in this bid, the bid may be disqualified.

Make	Model	Year	VIN/SN	Owned (Y/N)

HEALTH & SAFETY

- 1.0) General:** Contractor must comply with the Occupational Health and Safety Act (OHSA), the Regulations for Construction Projects, the Municipality of West Nipissing safety policy and as well as complying with the prescribed requirements legislated in the Regulations for Industrial Establishments.
- 1.1) Competent person:** Contractor is responsible using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of West Nipissing Safety policy.
- 1.2) Equipment & tools:** All equipment and tools used by the contractor shall conform to Canadian Standards Association (CSA) or manufacture specifications. The Municipality Of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.
- 1.3) PPE:** All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working on the job site.
- 1.4) Reporting:** Contractor must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Contractor shall also report accidents/incidents to the ministry of labour or any other appropriate authority required by legislation.
- 1.5) Supervision:** Contractor shall comply with OHSA regulations.
- 1.6) WSIB:** Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five(5) days of contract award.

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**SECTION 3.0
GENERAL CONDITIONS**

LOCATES

- 2.0)** The contractor shall be responsible to coordinate with utility companies locates of all buried utilities and services.
- 2.1)** No excavation work shall start before clearance from utility companies having jurisdiction has been cleared.
- 2.2)** Copies of locates shall be in all equipment used to complete the excavation at all time.

WORKMANSHIP

- 3.0)** Workmanship shall be of the best quality, executed by workers qualified, experienced and thoroughly skilled in the respective duties for which they are employed.
- 3.1)** Decision as to the quality or fitness of workmanship in case of any dispute rests solely with the Manager of Public Works, whose decision is final.
- 3.2)** The Contractor shall provide a trained, competent operator with a minimum of 2 (two) years of verifiable and relevant experience to perform the work to the satisfaction of the Manager of Public Works. References will be provided by the Contractor upon request.
- 3.3)** It is expected that the Contractor make every effort to retain the same operator for the duration of the contract. Failure to comply with these provisions may constitute unsatisfactory performance.
- 3.4)** The Municipality reserves the right to disqualify a contractor due to the Bidder's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts.

COMPLETION AND FINAL INSPECTION

- 4.0)** When satisfied that the work is complete, the contractor shall make a written request to the contract administrator for an inspection. Within five (5) calendar days of receipt of request, the contract administrator and the contractor shall jointly inspect the work
- 4.1)** Deficiencies, if any, shall be noted, and a list shall be prepared and issues by the contract administrator.

**MUNICIPALITY OF WEST NIPISSING
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**SECTION 3.0
GENERAL CONDITIONS**

- 4.2) The contractor shall correct deficiencies as listed at no cost to the Municipality of West Nipissing, and notify the contract administrator for a final deficiency inspection.

SPILL REPORTING

- 5.0) Spills or discharge of pollutants or contaminants under the control of the contractor shall be immediately reported to the Ministry of Environment.

PRIVATE LAND

- 6.0) The contractor shall not enter private lands adjacent to the construction working area without the written consent of the contract administrator.

MAINTAIN TRAFFIC AND ACCESS

- 7.0) The contractor or his sub-contractor shall not close or obstruct access to the public and shall not place or store material or parked vehicles or equipment on public roads.
- 7.1) Adequate traffic control plan shall be submitted prior to the start of work for each location.

PAYMENT

- 8.0) The bid rate per linear meter will apply to the actual completed meters as recorded by the Municipal Foreman or his representative. This rate shall include payment for equipment, operator(s), fuel, repairs, and any other associated costs. No payment shall be made for standby time for the excavator and/or for float.
- 8.1) The float rate shall be included in the cost per linear meter for each location.
- 8.2) There will be no payment for the excavator or the operator while the excavator is being floated from one location to the other.
- 8.3) The per linear meter rate is all inclusive and shall include, but is not limited to, labour, equipment, material, and services, including all trucking, brusher head, excavator, backhoe, etc.
- 8.4) Only original copy of invoices will be processed for payment.
- 8.5) The contractor is responsible for payment of wages of any operator(s) hired by the Contractor and when requested, shall furnish evidence to the satisfaction of the Municipality that these wages have been paid in full. If the Contractor fails to do so, the Municipality shall have the right to withhold payment of such sums of money that would be sufficient to cover the Contractor's default.



**MUNICIPALITY OF WEST NIPISSING
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**SECTION 3.0
GENERAL CONDITIONS**

- 8.6)** In order to receive payment, the Contractor must submit an invoice after road segment completion. Payment terms are 45 days from receipt of invoice.

SCOPE OF WORK

- 1.0)** Ditching must be up to a depth of 200mm. Greater than 200 mm would be at an hourly rate as specified in Separate Unit Price. Approval of depths greater than 200 mm must be provided by the Manager of Public Works prior to work commencement and must be accompanied by a purchase order. Shoulder(s) shall be reestablished at 5-6% to ensure adequate road drainage.
- 1.1) Brushing shall be to a distance of 4m from shoulder drop off (ditch fore slope). Brush shall be cut to 150mm or less. Brushing shall include vegetation up to 150mm in diameter; vegetation greater than 100mm shall be completed by the Municipality.
- 1.2) All horizontal branches that require cutting shall be cut with a pole saw only to protect the tree, safety and aesthetics.
- 1.3) Brushing Debris shall be removed from roadway before end of each work day.
- 1.4) For culvert replacement between 200mm and 600mm and less than 1.5m of cover, the Municipality will supply the pipe and all other materials and labor supplied by the contractor at the specified unit rate. In the event that the contractor is asked to perform the culvert replacement greater than 600mm and greater than 1.5 meters of cover, it will be at an extra unit rate per culvert, as approved by PO.
- 1.5) Pipe disposal shall be included in linear meter unit rate
- 1.6) All frost treatments shall be done at 3:1 as specified in OPSS unless otherwise directed by the Contract Administrator and included in the linear meter unit rate for all centerline culverts up to 600mm in diameter and less than 1.5 meters of cover
- 1.7) The embedment depth of the culvert invert shall be 10% of the pipe diameter.
- 1.8) Culverts will be available for pick up at the municipal yard nearest to the work site. Contractor is responsible to pick up and transport culverts to the worksite. Contractor is to arrange for culvert pick up during regular Municipal hours.
- 1.9) All pipe removal, replacement and installation including bedding and backfill shall be as per OPSS
- 1.10) All pup basin removal, replacement and installation shall be as per OPSS
- 1.11) All culverts shall include end Treatments per OPSS 810.010 and included in the linear meter unit rate
- 1.12) All driveway/entrances shall have a 150mm granular "A" compacted base

**MUNICIPALITY OF WEST NIPISSING
REQUEST FOR QUOTATION BRUSHING AND DITCHING**

**SECTION 4.0
SPECIAL PROVISION**

- 1.13) All Interlock/Paver stone driveway(s) shall be restored by contractor using existing stone whenever possible
- 1.14) Lawn restoration with top soil and seed shall be completed by contractor
- 1.15) Asphalt Driveway/Entrance restoration by Municipality
- 1.16) All trucking and disposal of, ditching spoils will be included in the per linear meter of road bid price.
- 1.17) Debris and Soil Piles shall be removed by the end of each work day to avoid ditch drainage being impeded in the event of a rainfall event.
- 1.18) Ditches shall be restored as per OPSS.MUNI 804 by contractor where specified by Contract Administrator.
- 1.19) Excavators shall be equipped with a ditching laser.
- 1.20) Upon being notified that the Contractor is the successful bidder, the Contractor will have seven (7) days to produce equipment that meets requirements. If the Contractor is unable to supply the equipment in time, the Municipality has the right to consider other bidders.
- 1.21) The equipment must be in satisfactory running condition and be available for service for the durations of the agreement.
- 1.22) During the course of this agreement, the excavator must be made available for inspection upon two (2) days notification at any time after the tender award.
- 1.23) If the equipment does not pass the Municipality's inspection, the Contractor will have seven (7) days to correct the noted deficiencies for re-inspection. If the Contractor fails to correct the deficiencies with the specified time, the Municipality will have the right to terminate this agreement and forfeit the bid deposit.
- 1.24) All work must be completed by deadlines specified in Schedule A

**MUNICIPALITY OF WEST NIPISSING
REQUEST FOR QUOTAION BRUSHING AND DITCHING**

**SECTION 4.0
SPECIAL PROVISION
SCHEDULE A**

Schedule A

STREET	Completion Deadline	Description of Project
	September 1, 2026	<ul style="list-style-type: none"> – Brushing and ditching – Ditching up to a depth of 200 mm – Shoulder(s) at 6% – Brushing to 4 m from shoulder drop off – Brushing of vegetation up to 150 mm +/- in diameter – Payment is by linear meter of ditching completed – Payment is by linear meter of brushing completed – Culvert installations/removals – Contractor to supply the excavator, truck, labour, and any other necessary equipment – Hauling and disposal of ditching spoils included in price – Please refer to Scope of Work (Section 4)
East Road	September 1, 2026	
Trottier Road	September 1, 2026	
Salter Street	September 1, 2026	