



MUNICIPALITY OF | MUNICIPALITÉ DE
**MARKSTAY
WARREN**

Request for Proposal

Project Title: Procurement of Winter Salt

Request # TMW-2026-03

Activity	Date
Initial Release	2026-07-15
Bids Due	2026-08-05
Bids Opened	2026-08-10
Bids Presented to Council	2026-08-20

Municipality of Markstay-Warren
21 Main Street, South
P.O. Box 79
Markstay, ON, P0M 2G0

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2 CONFIDENTIALITY STATEMENT

This document and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented, or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document, please respond to the originator of this message and permanently dispose of any copies and attachments.

3 SUBMISSION DEADLINES AND METHODS

All submissions for responding to this Request must be submitted to our office, as stated below, no later than:

Submissions are accepted no later than – **Wednesday, August 5, at 4pm Local Time**

The use of mail to deliver a tender will be at the respondent's risk.

Submissions sent in electronic format will be accepted through email at info@markstay-warren.ca and publicworks@markstay-warren.ca

Tenders Delivered in Person or By mail must be submitted in a sealed envelope and shall be clearly marked with the following:

- ☐ The Name and Address of the Respondent
- ☐ The Request Number
- ☐ The Project Title

Administration staff will affix on the sealed envelope:

- ☐ Date and time of receipt

Tenders Delivered Electronically must be submitted using a neutral format (i.e. PDF, Scanned image files such as .jpg) The body of the e-mail must include the following:

- ☐ The Name and Address of the Respondent
- ☐ The Request Number
- ☐ The Project Title

Administration staff will affix on the sealed envelope:

- ☐ Date and time of receipt

Staff will reply with a message indicating the response has been received.

4 SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following Lead Person: Ronny Theiss if you have any questions or require clarification on any topics covered in this Request for Proposal.

Any revisions to the proposal or questions which may give any proponent an advantage in the bidding process will be posted on the web site on the bid page.

All questions and answers will be posted through our Web Site.

5 SUBMISSION DELIVERY ADDRESS,

The delivery address to be used for all submissions is:

Municipality of Markstay-Warren
21 Main Street, South
P.O. Box 79
Markstay, ON, P0M 2G0
Tel: 705-853-4536
Fax: 705-853-4964

6 SUBMISSION OPENING

Submissions will be publicly opened and recorded on **Monday, August 10 at 10:00 am** at the Municipal Office. Staff will review the proposal, and the successful candidate will be presented at the Special Council Meeting on **Thursday, August 20, 2026**

7 AMENDMENT AND WITHDRAWAL OF SUBMISSION

Requests for withdrawal of submission shall be allowed if the Request is made before the closing time for the contract to which it applies. Requests shall be directed to the Lead Person by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests shall not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

8 ADDENDUMS

The Municipality may, at its discretion, amend or supplement the documents for this Request by addendum at any time before the closing date for receipt of Proposals. Changes to the requested documents shall be made by ADDENDUM ONLY. Such changes made by addendum shall be supplementary to and an integral part of the Request. All addenda must be signed and included in the final submission acknowledging all addenda issued by the Municipality. While the Municipality will endeavor to notify prospective Proponents of the issuance of an addendum, the Municipality assumes no liability for the notification, and it is the responsibility of each Proponent monitor and determines whether any addenda has been issued by the Municipality.

9 SPECIFICATIONS AND SCOPE OF WORK

9.1 INTRODUCTION

The Municipality of Markstay-Warren is requesting Tenders for the supply of road salt delivered to the Salt Dome located at 48 Main Street N. Markstay Ontario at the public works yard.

Material delivery date:

Materials can be delivered to the Salt Dome in Markstay before September 2026

9.2 SPECIFICATIONS

9.2.1 Material Specifications

Road salt provided under this agreement must meet the specifications set out in OPSS.MUNI 2502 and meet the specifications for Coarse Crushed Rock Salt.

9.2.2 Quantity

The Municipality requires 200 tonnes of road salt.

9.2.3 Delivery Location

Salt must be supplied to 48 Main St. N. at the Municipal yard under the covered dome.

10 ASSUMPTIONS AND CONSTRAINTS

The Municipality will not be held liable for any errors or omissions in any part of this Request. The information contained herein is supplied solely as a guideline for responding Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Request is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

The successful Proponent will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Proponent will make good any such damage or injury.

The successful Proponent will employ only orderly, competent and skillful employees to ensure that the services are carried out in a confidential and respectable manner.

The successful Proponent will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

The successful Proponent will, throughout the term of the contract, obtain and maintain in force a General Liability Insurance of not less than \$2,000,000 (per occurrence) inclusive, to indemnify and hold harmless the Municipality of French River against any liability for property damage or personal injury, including death which may arise from the Proponent's operations under this contract; and/or The

successful Proponent will be required to provide Professional Liability Insurance coverage in the amount of not less than \$2,000,000.00 per occurrence.

11 TERMS AND CONDITIONS

11.1 RELATING TO THE SUCCESSFUL CANDIDATES:

- **Contract** - The successful Proponent may, within ten (10) days after being advised that they are the successful Proponent, execute a contract in duplicate to the Municipality.
- **Notice of Acceptance** - Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the successful Proponent at the number given by the Proponent.
- **Payment** - Shall be made upon receipt of invoice following the receipt of the product (net 60 days) with completion of the work to the satisfaction of the Municipality.
- **Price** - The Proponent shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this Request, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of Markstay-Warren.
- **Change Orders** – Change orders may be issued on the contract as negotiated between the Municipality and the proponent. Change orders can be used to request additional services or to allow for modifications for unforeseen circumstances. The unit rates shall be those agreed to through the financial proposal.
- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, unprofessional behaviour as outline in our contractor code of conduct, etc.
- **Public Record** - Any personal information required on the proposal form is received under the authority of the Municipality. This information will be an integral component of the quote submission. All written proposals received by the Municipality become a public record; once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.
- **Conflict of Interest** - Proponents shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to the Municipality, its elected officials, officers, employees and/or the present Bid Solicitation. Where, in the Municipality's opinion, a significant conflict of interest is found to exist and cannot be sufficiently mitigated, the Municipality reserves the right to disqualify the Proponent from participating in the Bid Solicitation.

12 SELECTION CRITERIA

The successful supplier will be selected based on price, conformance to specifications and reputation. If pricing is close between multiple proponents, the Municipality may, at its discretion, choose a supplier they have dealt with prior.

The Municipality of Markstay-Warren is not obligated to award the service contract to the lowest or any firm. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal as well Any expenses incurred by the Proponent in the preparation of the proposal submission are entirely the responsibility of the Proponent and will not be charged to the Municipality.

13 REQUIRED DOCUMENTATION WITH BID SUBMISSION

As part of the bid submission, the contractor must supply the following documentation where it applies to the work they are completing:

13.1 FOR ALL PROPOSALS

- ☐ Signed copy of: **14 Declaration p-10**
- ☐ Completed copy of: **15 Bid Form - p11** (multiple bid forms may be submitted if multiple options are being presented)
 - **Provincial and Federal Taxes (H.S.T.)** - Tenders shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The Proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)
- ☐ **Other** - Proponents may include any additional information regarding their firm and/or services that may prove beneficial to the evaluation of the proposal. These would be provided in the form of appendices.

13.2 FOR ALL WORK PERFORMED BY PROFESSIONALS LICENSED UNDER A REGULATED TRADE OR PROFESSIONAL ORGANIZATION

- ☐ Organization's license number, identification of a copy of their license
- ☐ The licenses or license numbers of key individuals taking responsibility for the project
- ☐ For technical teams: The organizational structure and CV of team members

13.3 FOR ALL SERVICE WORK PERFORMED ON MUNICIPAL PROPERTY

- WSIB Coverage
 - ☐ Proof of active workers compensation in good standing OR
 - ☐ For individual contractors: a completed copy of the 'Determining worker/independent operator status questionnaire through WSIB which can be found at:
<https://www.wsib.ca/en/forms/determining-worker-independent-operator-status>
- Insurance
 - ☐ Proof of \$2,000,000 liability insurance

14 DECLARATION

Company:		
Name:		
Address:		
Phone	Fax	E-Mail

The Respondent declares:

- No person, firm or Municipality other than the Respondent, has any interest in this proposal or in the proposed services for this proposal;
- This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud;
- No member of the staff of the Municipality of Markstay-Warren is, or will become interested directly or indirectly.
- The content and requirements of this proposal document have been read and understood.
- The prices set forth in this Quote Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.
- All prices are quoted in Canadian funds.
- **All or any proposals not necessarily accepted.**

Signed at _____ this ____ day of _____ 2025.

Print - Witness

Print - Respondent

Title - Respondent

Signature - Witness

Date

Signature Respondent

Date

15 BID FORM

If proposing pricing for multiple service options, please supply **one** bid form for **each** service option. Pricing must identify all itemized costs which should be reasonably expected while executing the bid. Use a second sheet if required. For any items which are explicitly out of scope, please identify these as notes.

I _____ (Name or Company) do hereby submit the following bid price to perform the related work as outlined in the Scope of Work.

Service Option	Supply of Bulk Road Salt
-----------------------	--------------------------

Products / Services	Unit	QTY	Price	Total
Bulk Road Salt	Tonnes	200		
Delivery (if per load, specify load size in Tonnes, if included leave this line blank)				
HST				

16 PRODUCT AVAILABILITY

Indicate the earliest date the product is available. Indicate the latest date the product is available if applicable.

17 NOTES:

Indicate any special terms in this section. Attach a separate sheet if required.