Request for Proposal

Project Title: Septic Replacement

Request # RFQ-2026-001

Activity	Date
Initial Release	2026-07-15

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

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

Quotes delivered in Person or By e-mail must be clearly marked with the following:

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

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

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.

5 SUBMISSION DELIVERY ADDRESS,

Submissions are preferred in a digital format. Please e-mail formal quotations to info@markstay-warren.ca

6 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.

7 SPECIFICATIONS AND SCOPE OF WORK

7.1 INTRODUCTION

The Municipality of Markstay-Warren is inviting quotations for the replacement of a septic system for our Facility at 48 Main St. North. This is an emergency repair which must be completed in 2026. Please submit quotations to info@markstay-warren.ca. There is no formal window for this process. This RFQ will be taken down once a suitable vendor has been selected.

7.2 SPECIFICATIONS

7.2.1 Location

The Municipal garage is located at 48 Main St. North in Markstay

7.2.2 Type

The Municipal Building requires drainage for 2 separate systems. Both systems shall be designed and installed in accordance with applicable Ontario Legislation and Codes. The contractor shall be responsible for obtaining the septic permits from the Sudbury East Building and Bylaw Services. The quotation shall clearly identify the proposed equipment, design assumptions installation requirements, exclusions and any regulatory approvals required.

Upon completion, the contractor must supply the municipality with any drawings and design specifications for the system and components to add to the building file for future maintenance and retention purposes.

7.2.2.1 System 1 Domestic Sanitary Wastewater

The contractor shall provide a complete wastewater collection, treatment and disposal system suitable for the following plumbing fixtures:

- One toilet
- One handwashing sink
- One washing machine

The system shall be designed for intermittent use associated with the normal building occupancy and maintenance activities. The contractor shall determine the applicable design flow, hydraulic capacity and equipment sizing based on the identified fixtures, anticipated usage and applicable Ontario regulatory requirements.

7.2.2.2 System 2: Garage Floor Drain Wastewater

The contractor shall provide a separate wastewater collection and treatment system servicing the floor drains of a three (3) bay garage. The system shall accommodate wastewater generated from vehicle parking, snow and ice melt, vehicle washing and routine floor cleaning.

The design shall consider:

- Sand, grit and sediment accumulation
- Oil, grease and petroleum hydrocarbons
- Seasonal fluctuations in wastewater volumes
- Access for inspection, cleaning and sediment removal
- Appropriate separation and treatment equipment for the anticipated wastewater characteristics.

The contractor shall identify the proposed treatment method, design capacity, maintenance requirements and approved disposal arrangement.

7.2.3 Warranty

7.2.3.1 Equipment Warranty

All supplied equipment and components shall be new and covered by the manufacturer's standard warranty. The contractor shall provide a minimum one (1) year warranty on installation workmanship, commencing upon substantial completion and successful commissioning. Manufacturer warranties shall be transferred to the Municipality where applicable and shall remain in effect for their full published duration, including where those durations exceed the contractor's workmanship warranty. Warranty documentation shall identify coverage periods, exclusions, service procedures and responsibilities for labour, replacement parts and transportation.

7.2.3.2 Commissioning and Documentation

The contractor shall provide commissioning and operational verification of both wastewater systems prior to acceptance. The contractor shall supply equipment specifications, operating instructions, maintenance schedules, recommended inspection and cleanout intervals, and applicable warranty documentation. Any specialized maintenance requirements, consumables or anticipated periodic servicing costs shall be identified in the quotation.

8 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.

9 TERMS AND CONDITIONS

9.1 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 behavior 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.

10 SELECTION CRITERIA

The successful supplier will be selected based on timing, 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.

11 REQUIRED DOCUMENTATION WITH SUBMISSION

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

11.1 FOR ALL PROPOSALS

- ☐ Signed copy of: **12 Declaration p-8**
- ☐ Completed copy of: **13 Bid Form - p8** (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.

11.2 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

11.3 FOR ALL SERVICE WORK PERFORMED ON MUNICIPAL PROPERTY

- WSIB Coverage

- ☐ Proof of active workers compensation in good standing OR
- ☐ For individual contactors: 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

12 DECLARATION

A request for quote does not require a formal declaration. The proponent understands that the municipality requires neutrality with respect to staff and council. If there is any relationship or pecuniary interests with any parties, it must be disclosed alongside the quotations.

13 BID FORMAT

Under the standard request for quote, the proponent may use their own format to provide itemized costing and scheduling.