



The Corporation of the Township of Douro – Dummer

Request for Quotation (RFQ)

RFQ-PW-03-2021

Groundwater Monitoring of Closed Landfill Sites

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1.0 Submission Requirements:

To submit a quote, please complete the following steps:

1. Complete the quoted pricing and all details.
2. Submit an RFQ prior to the Submission Deadline of 12:00pm, local time, Monday, May 17th, 2021. All email submissions are the responsibility of the sender to ensure the quotation was received by email.
3. Due to COVID-19 challenges the Municipal office is open by appointment only. For the health and safety of everyone, please ensure to follow Covid-19 health and safety protocols as recommended by Public Health Authorities.
An appointment must be booked in advance to ensure the proper staff member is available during your visit. A COVID screening tool must be completed prior to entering the facility. Face coverings are mandatory as well as respecting physical distancing guidelines.

Documents can be dropped in the township mailbox located outside of the front doors or documents can be received curbside.

To make an appointment call the municipal office at 705-652-8392, or email us at info@dourodummer.on.ca and staff will be happy to assist you.

Submissions shall be addressed to:

Jake Condon, Manager of Public Works

Township of Douro - Dummer
894 South Street
Warsaw, Ontario KOL 3A0

Please complete the following in your quotation.

Business name: _____

Address: _____

Phone number: _____

Fax number: _____

Email address: _____

Contact person: _____

Signature: _____

2.0 GENERAL INFORMATION:

Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a quotation for conducting a Groundwater Monitoring Program and preparing an Annual Report to the Ministry of Environment for The Corporation of the Township of Douro-Dummer. The 2019 and 2020 reports can be found on the Township website by following this link: <https://www.dourodummer.on.ca/services-departments/roads-public-works-waste-management/>

Project Description

Annual monitoring of the closed landfill sites: Warsaw Road, Stoney Lake Road and Hall's Glen. The request is for 5 years, beginning this year, with the 2021 monitoring and reporting.

Scope of the Project

The general work scope for each site, as per the request for quotation, includes the collection of surface and groundwater samples as per established protocol; general review of each site in accordance with the applicable closure plan; analysis of each sample collected by a licensed and qualified laboratory; field measurement of landfill gases and preparation of an annual report suitable for submission to the Ministry of the Environment, Conservation and Parks (MECP). The report is to include, but is not limited to, the results of the sampling and analysis, results of the measurements of landfill gases; recommendations relative to the site and future work and responding to any comments received from the MECP following the submission of the reports. An annual operational review will be prepared for the Stoney Lake and Hall's Glen Transfer Stations.

Clarification and/or Revisions to Requirements

This Request for Quotation (RFQ) is issued by the Township of Douro-Dummer who will be responsible for managing the procurement process. The contact person will be Jake Condon.

Any questions concerning this RFQ must be submitted in writing by mail, fax or email on or before Monday, April 26th, 2021 to:

Jake Condon, Manager of Public Works
Township of Douro-Dummer
894 South Street
Warsaw, Ontario K0L 3A0
jakec@dourodummer.on.ca

Each quotation shall stipulate that it is predicated upon the terms and conditions of this RFQ and any supplements or revisions thereof.

Contract Term

The contract shall be in effect on the contract execution date and shall remain in effect for five years of reporting. Any renewal of the contract, by mutual agreement of the Township of Douro-Dummer and the contractor, will be subject to past satisfactory performance by the contractor.

3.0 QUOTATION SELECTION AND AWARD PROCESS:

Evaluation of quotations will be based on the following criteria:

- a) the consultant's understanding of the terms of reference and the scope of the project;
- b) the approach used to fulfill the terms of reference;
- c) the experience, expertise and organization of the consultant; and
- d) costs and timing.

Right to Reject Quotations

Notwithstanding anything to the contrary or otherwise in this RFQ:

- a) The Township of Douro-Dummer reserves the right to cancel this RFQ, in whole or in part, at any time prior to making an award, for any reason or no reason, without any liability to any Proposer;
- b) The Township of Douro-Dummer shall have the right not to accept the lowest or any quotation. Any and all quotations may, without liability of any kind to any Bidder, be rejected by The Township of Douro-Dummer, should it be deemed in the interests of the Township of Douro-Dummer to do so, without stating reasons therefore. No oral communication by any Township of Douro-Dummer representative will be binding upon the Township of Douro-Dummer. In this regard, if an award is made on this RFQ, the successful Bidder will be notified in writing of such award as soon as is reasonable after the closing date and time.

Award

The acceptance of a quotation and the award of any part of the project outlined in the RFQ will be made in writing only.

Freedom of Information

All information obtained by the Company in connection with this bid is the property of the Township of Douro-Dummer and must be treated as confidential. It may not be used for any purpose other than for replying to this bid, and for fulfillment of any subsequent contract. Any Company who requires that the information in its bid be kept confidential must explicitly advise the Township of that fact.

The Company may declare confidentiality of their bid; however, the Township is required by law to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

Personal information contained on this bid form is collected under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended and will be used to purchase goods and/or services and for the execution of contractual documents. If you have any questions about the collection, use or disclosure of this information by the Township of Douro-Dummer, please contact the Clerk's Department, Township of Douro-Dummer, 894 South Street, Warsaw, Ontario K0L 3A0 (705-652-8392 ext. 210).

Proof of insurance

The successful bidder shall deliver a certified copy of the Firm's Public Liability and Property Damage Insurance, and where applicable the bidder shall carry standard automobile and non-owned automobile liability insurance Policy for the works, within ten (10) working days of receiving the Acceptance Notice. Coverage shall be at least \$2,000,000.00 per incident, with the Township of Douro-Dummer named as additional insured. Additional coverage may be required.

Proof of WSIB Certificate

The successful bidder will be required to submit proof of Workplace Safety Insurance Board Coverage, within ten (10) working days of receiving the Acceptance Notice and shall provide additional certificates as often as is deemed necessary by the Township during the term of the contract to ensure continued good standing with the Workplace Safety & Insurance Board.

or

The successful bidder shall provide proof to the Township from the Workplace Safety & Insurance Board that the bidder does not require Workplace Safety & Insurance Board Insurance. If the successful bidder changes its status with the Workplace Safety & Insurance Board during the term of the contract such that coverage is required, the successful bidder shall immediately provide the Township with the W.S.I.B. Clearance Certificate.

Failure to provide such proof shall result in cancellation of the Contract.

4.0 Quoted Pricing:

Scope of Work Item	Price (\$)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Annual monitoring of the closed landfill sites: Warsaw Road, Stoney Lake Road and Hall's Glen.	\$	\$	\$	\$	\$
Subtotal:	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
Total Price, including HST	\$	\$	\$	\$	\$

5.0 References

Please list a minimum of three references where your company has provided similar goods or services within the last three years and indicate the goods/services provided.

Company Name and Phone Number	Contact Person(s)	Type of Goods/Services Provided
1.		Goods/Services: Dates:
2.		Goods/Services: Dates:
3.		Goods/Services: Dates:
4.		Goods/Services: Dates:

Note: If insufficient space is provided in this, please provide the required information in the same format on a separate form attached to this RFQ.

6.0 Contact Information:

For more information, please contact:

Jake Condon
Township of Douro - Dummer
894 South Street, Warsaw, ON
K0L 3A0 705-652-8392
jakec@dourodummer.on.ca

The Township reserves the right to request additional data or information after the Quotation date if, in the Township's sole view, such data or information is considered pertinent to aid the review and evaluation process.

The Township reserves the right to reject any portion of any Quotation and/or reject all Quotations, to waive any informalities or irregularities in the Quotation, or to re-invite or to re-advertise.