



REQUEST FOR QUOTATION 2025-03

For The Delivery and Supply of 3000 tonnes Winter Sand

Request for Quotation No. 2025-03

Request for Quotation Name: 3000 tonnes of Winter Sand

Issued: June 05, 2025

Submission Deadline: June 18th, 2025, at 1:15 p.m.

Issued by:	The Corporation of the Municipality of Calvin
Contract Administrator:	Ann Carr
	Public Works Superintendent
	publicworks@calvintownship.ca
	705-774-2700
	1355 Peddlers Drive
	Mattawa, ON
	P0H1V0

PART 1- INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

This Request for Quotation (the “RFQ”) is an invitation by the Corporation of the Municipality of Calvin (the “Municipality”) to prospective respondents to submit quotations for The Delivery and Supply of Winter Sand, which will include pricing, qualifications and other requested information. As further described in the RFQ particulars.

By submitting a quotation, a respondent acknowledges and agrees that their submission is an offer to supply deliverables under the terms and conditions outlined in this RFQ and will be a binding contract with a formal agreement executed by both parties.

The Municipality’s intention is to award a contract to the successful bidder following the completion of the RFQ process. However, the Municipality reserves the right to cancel this process at any time, or to elect not to award a contract, without liability.

1.2 RFQ Contact

For the purposes of this procurement process, the contract administrator will be:

Ann Carr, Public Works Superintendent, Municipality of Calvin

publicworks@calvintownship.ca

Respondents and their representatives are not permitted to contact any other employee, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the contract administrator. Concerning matters regarding RFQ, it shall be made by email. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s quotation.

1.3 Type of Contract Deliverables

The selected respondent will be requested to enter into an agreement for the provision of the deliverables. It is the Municipality’s intention to enter into a contract with only one (1) legal entity.

1.4 RFQ Timeline

Issue Date of RFQ:	June 5th, 2025
Deadline for Questions:	June 16th, 2025
Deadline for Responses or Amendments:	June 17th, 2025
Submission Deadline:	June 18th, 2025, at 1:05 p.m.
Anticipated Execution of Agreement:	June 30th, 2025

The RFQ timetable is tentative only and may be changed by the Municipality at any time. Any changes to the timeline will be communicated via addenda.

1.5 Submission of Quotations

All quotations must be submitted by the following methods:

Submitted in person or by mail or Purolator in a sealed envelope labeled with the label in appendix I.

Late quotations will not be accepted or considered under any circumstances.

1.6 Amendments to Quotations or the RFQ

Updated quotations may only be submitted prior to the submission deadline as specified in section 1.4.

Updated quotations after this deadline will not be accepted.

Amendments will be posted to the Municipality's website, and the respondent shall be responsible for ensuring no amendments have been made before issuing the quotation.

The Municipality's website: <https://calvintownship.ca/en/>

1.7 Withdrawal of Quotations

At any time throughout the RFQ process, until the submission deadline, a respondent may withdraw a submitted quotation. To withdraw a quotation, a notice of withdrawal must be sent to the RFQ contract administrator and must be signed by an authorized representative of the respondent.

While there are no penalties for withdrawing after the submission deadline, failing to honour a quotation may be seen as not acting in good faith. Respondents who fail to do so may be excluded from future procurement opportunities.

1.8 Opening of Quotations

An informal public opening of quotations will take place at 1:00 p.m. on the submission deadline.

Respondent's names will be read aloud; quotation amounts will be read aloud. The public opening is informational, and quotations will be evaluated for errors and omissions and shall be brought to the Council of the Municipality of Calvin for final approval or denial of the quotations.

(End of Part 1)

PART 2 – EVALUATION AND AWARD

2.1 Submission Review

The Municipality will review all submissions to ensure they include all documents and forms specified under Section 4.4. Submissions that do not meet the mandatory submission requirements may be disqualified.

2.2 Evaluation of Mandatory Technical Requirements

Submissions that include all mandatory submission requirements will then be evaluated to confirm compliance with the mandatory technical requirements set out in Section 4.3. Submissions that do not meet these requirements will be disqualified and not evaluated further.

2.3 Pricing Evaluation

Pricing will be evaluated with Appendix E. The total evaluated price will be based on the fixed price submitted for the required deliverable(s).

2.4 Award Selection

The respondent offering the most advantageous quotation will be selected for award, subject to the negotiation of final contract terms. The Municipality and the selected respondent may negotiate minor contract details before finalizing an agreement.

2.5 Notification and Acceptance

The selected respondent will be notified by email and must confirm acceptance within 10 business days of receiving the notification. If the respondent fails to do so, the Municipality may proceed with another respondent or cancel the RFQ.

2.6 Right to Reject Quotations

The Municipality reserves the right to reject any or all quotations at its sole discretion. The Municipality's decision will be final unless challenged in accordance with applicable laws.

(End of Part 2)

PART 3-TERMS AND CONDITIONS OF THE RFQ PROCESS

GENERAL INFORMATION AND INSTRUCTIONS

3.1 Respondents to Follow Instructions

Respondents should structure their quotations in accordance with the instructions in this RFQ. Where information is requested in the RFQ, any response made in quotation should reference the applicable section numbers of this RFQ.

3.2 Quotations in English

All quotations are to be received in English only.

3.3 No Incorporation by Reference

The entire content of the respondent's quotation should be submitted in a fixed form, and the content of websites or other external documents referred to in the respondent's quotation but not attached will not be considered to form part of its quotation. It is the responsibility of the respondent to ensure that all relevant content is included in the submission.

3.4 Information in the RFQ

The Municipality and its advisors make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a quotation in response to this RFQ.

3.5 Respondent's to Bear their Own Costs

Respondents are solely responsible for all costs incurred in the preparation, submission, and presentation of their quotation, including subsequent negotiations, interviews, or demonstrations with the Municipality. If the Municipality elects to reject all quotations, it shall bear no liability for any costs, damages, or anticipated profits lost by any respondent, nor for any other expenses related to this RFQ process.

3.6 Quotation to be Retained by the Municipality

The Municipality will not return the quotation, or any accompanying documentation submitted by a respondent.

3.7 No Guarantee of Volume of Work or Exclusivity of Contract

Unless otherwise stated in the RFQ, the Municipality makes no guarantee of the value or volume of work to be assigned to the successful respondent. The awarded contract is not exclusive, and the Municipality may procure similar goods and services from other sources or obtain them internally.

COMMUNICATIONS AFTER ISSUANCE OF RFQ

3.8 Respondents to Review RFQ

Respondents should promptly examine all of the documents comprising this RFQ and may direct questions or seek additional information in writing, by email, to the RFQ Contact on or before the deadline for questions.

No verbal statement or communication shall alter or modify any provision of this RFQ. Any modifications or clarifications shall be issued in writing and posted to the Municipality's website as an addendum to the RFQ. It is the responsibility of the respondent to check the Municipal website for addendum to the RFQ.

No such communications are to be directed to anyone other than the RFQ contact. Communications shall occur via email at publicworks@calvintownship.ca. The municipality is under no obligation to provide additional information, and the Municipality is not responsible for any information provided or obtained from any other source other than the RFQ contact.

It is the responsibility of the respondent to seek clarification from the RFQ contact on any matter it considers to be unclear. The Municipality is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

3.9 All New Information to Respondents by Way of Addenda

This RFQ may be amended only by addendum in accordance with this section. If the Municipality, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to the Municipality's Website. [Bids, Tenders and Procurement | Council and Council Business | Municipality of Calvin](#) Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by the Municipality.

3.10 Post-Deadline Addenda and Extension of Submission Deadline

If the Municipality determines that it is necessary to issue an addendum after the deadline for issuing addenda, the Municipality may extend the submission deadline for a reasonable period of time.

3.11 Verify, Clarify, and Supplement

When evaluating questions, the Municipality may request further information from the respondent or third parties to verify, clarify, or supplement the information provided in the respondents quotation, including but not limited to clarification with respect to whether a quotation meets the mandatory technical requirements set out in Section D of the RFQ particulars. (Part 4). The Municipality may revisit, re-evaluate and rescore the respondents response or ranking on the basis of any such information.

NOTIFICATION

3.12 Notification to Other Respondents

Once the RFQ(s) have been opened, reviewed for errors or omissions, the contact will provide the Council of the Municipality a report for the final decision. The respondents will not be contacted for an official result until such time. The unsuccessful respondents will be notified directly by email notifying them of the decision.

CONFLICT OF INTEREST AND PROHIBITED CONDUCT

3.13 Conflict of Interest

A conflict of interest occurs when a respondent has an unfair advantage or engages in conduct that may compromise the integrity of the RFQ process. This includes accessing confidential Municipal information not available to other respondents, attempting to influence the process through lobbying, or having financial or personal relationships that impair impartial judgment. This includes the Council of the Municipality of Calvin, its employees.

3.14 Disclosure Requirements

Respondents must disclose any actual or perceived conflict of interest, such as personal or financial ties to a Municipal employee or official or any situation that may create the appearance of a conflict. If a conflict is identified after submission, the respondent must immediately notify the Municipality. Failure to disclose may result in disqualification.

3.15 Disqualification for Conflict of Interest

The Municipality may disqualify a respondent for any conduct, situation or circumstances, determined by the Municipality, in its sole and absolute discretion, to constitute a conflict of interest as defined above.

3.16 Disqualification for Prohibited Conduct

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

3.17 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 or the Chief Administrative Officer for the Municipality.

3.18 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 conclusion. 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 officials or other representatives of the Municipality; 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 in this RFQ.

3.19 Past Performance or Past Conduct

The Municipality may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- a) Illegal or unethical conduct as described above,
- b) The refusal of the supplier to honour its submitted pricing or other commitments; or,
- c) Any conduct, situation or circumstance determined by the Municipality, in its sole and absolute discretion, to have constituted an undisclosed conflict of interest.

CONFIDENTIAL INFORMATION

3.20 Confidential Information of the Municipality

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

- a) Is the sole property of the Municipality 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 for the Municipality.

3.21 Confidential Information of the Respondent

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 Municipality. The confidentiality is to be maintained by the Municipality. The confidentiality of such information will be maintained by the Municipality, 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 advisors retained by the Municipality to 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.

PROCUREMENT PROCESS NON-BINDING

3.22 No Contract and No Claims

This procurement process is intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- a) This RFQ will not give rise to any contract or based tendering law duties or any other legal obligations arising out of any process contract or collateral contract;
- b) Neither the respondent nor the Municipality will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a quotation submitted in response to this RFQ.

3.23 No Contract Until Execution of Written Agreement

This RFQ process is intended to solicit non-binding quotations for consideration by the Municipality and may result in an invitation by the Municipality to a respondent to enter into the agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the Municipality by this RFQ process until the execution of a written agreement for the acquisition of such goods and or services.

3.24 Reserved Rights

In addition to any other rights outlined in this RFQ, the Municipality reserves the right, in its sole discretion, to:

- a) Select a respondent to enter into negotiations for a contract in whole or in part;
- b) Accept or reject any or all quotations,
- c) Waive minor informalities, irregularities, or technical defects in quotations,
- d) Cancel this RFQ at anytime without liability,
- e) Make any selection subject to available budget, Council approval and Municipal priorities.

The exercise of any reserved rights shall not give rise to any legal obligation or liability on the part of the Municipality unless and until a written agreement is executed.

3.25 Non-Binding Price Estimates

While the pricing information provided in quotations will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the quotations and the ranking of the respondents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing could adversely impact any such evaluation or ranking of the decision of the Municipality to enter into an agreement for the deliverables.

SUBCONTRACTING AND THIRD-PARTY SUPPLIERS

3.26 Disclosure of Subcontractors and Supplier

The respondent must disclose the names of all subcontractors on the “Sub-contractor Disclosure Form” contained in the appendix of this RFQ. All contractors involved in the contract fulfillment before contract commencement, including a description of the goods and services they will provide.

3.27 Respondent’s Responsibility for Subcontractors

The respondent remains fully responsible for ensuring that all goods and services, whether supplied or indirectly supplied through subcontractors, meet contract specifications, regulatory standards, and all applicable Municipal, Provincial and Federal laws.

Non-compliance by a subcontractor will be treated as non-compliance by the respondent. Lack of oversight or knowledge of a subcontractors actions will not be accepted as a defense for failing to meet contractual obligations.

3.28 Changes to Subcontractors

Any changes to subcontractors or suppliers after contract commencement must be reported to the Municipality before engagement. The Municipality reserves the right to reject any subcontractor or supplier deemed unsuitable, unqualified, or noncompliant.

3.29 Municipality’s Right to Request Additional Information

Upon request, the Municipality may require additional details, including qualifications, experience, and compliance history, before approving subcontractors or suppliers.

GOVERNING LAW AND INTERPRETATION

3.30 Interpretation of Terms and Conditions

The terms and conditions of this RFQ are intended to be interpreted independently, ensuring clarity and compliance with relevant laws. They do not restrict the pre-existing rights of parties to engage in pre-contractual discussions under common law governing commercial negotiations.

3.31 Governing Law

The agreement resulting from this RFQ will be governed by and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

3.32 Compliance with Laws and Regulations

The successful respondent must ensure that all operations, services and products provided under this contract comply with all applicable laws and regulations, including but not limited to:

- a) Workplace Safety and Insurance Act, 1997
- b) Occupational Health and Safety Act
- c) Accessibility for Ontarians Disabilities Act, 2005

d) Aggregate Resources Act, R.S.O. 1990

3.33 Permits and Authorizations

The respondent is responsible for obtaining any necessary authorizations, permits, or licences required for the work and certifies ongoing compliance with all applicable municipal, provincial and federal laws, including relevant bylaws and or policies.

3.34 Municipality's Right to Verify Compliance

To verify compliance, the Municipality reserves the right to review the respondent's records, including personnel training documentation, where reasonably necessary.

(End of Part 3)

PART 4- RFQ PARTICULARS

4.1 DELIVERABLES

The supply of winter sand to approximately 3000 metric tonnes. To be stockpiled by a stacker and fed by a loader. Approximately 2000 metric tonnes to be stacked into the sand dome and the additional 1000 tonnes to be stacked outside the sand dome. Delivery location is 1355 Peddlers Drive in the Municipality of Calvin.

4.2 MATERIAL DISCLOSURES

The project must be completed, and all deliverables submitted to the Municipality no later August 31, 2025.

Sand shall not contain soft or friable particles or dirt in excess of 8% as determined by the Ministry of Transportation abrasion test and shall be screened to meet the following gradation requirements.

GRADATION REQUIREMENTS:

MTO SIEVE DESIGNATION	PERCENTAGE PASSING
6.7 mm	100%
4.75mm	90-100%
2.36 mm	50-95%
1.18mm	20-90%
600um	0-70%
300um	0-35%
150um	0-15%
75um	0-5%

*MTO Lab Test No. LS 602

The winter sand shall be from a stockpile, screened and stockpiled in compliance with OPSS.MUNI 1004.07.01. In the event that a random test is required and test results do not meet the requirements of the above specification, the contractor has the option of invoking referee testing in accordance with the OPSS.MUNI.1004.08.07. The Contractor shall notify the contract administrator of the selected option in

writing within 2 business days following written notification of unacceptable material from the contract administrator.

Referee test samples shall be delivered to the referee testing laboratory from the QA laboratory by the contract administrator. The sealed sample shall be opened in the presence of the contractor and the contract administrator. If referee materials are not available, the contractor shall be responsible for obtaining and submitting new samples to the referee laboratory from a location to be decided by the contract administrator. The contract administrator shall be present to witness the sampling. The results shall conform to OPS 1004.

The quantity of sand to be supplied under this contract is as follows, but it is to be understood that the quantity stated is purely an indication and no liability will be accepted should the final quantity be greater or lesser. In the event the quantity is greater or less, it shall not be a difference more or less 20% of the requested amount.

The respondent shall provide certified scales to weigh the material. Scale tickets or a report of materials will be provided to the Municipality as proof of the amount of material supplied.

4.3 MANDATORY TECHNICAL REQUIREMENTS

4.3.1 Qualifications

Respondents must provide proof of relevant qualifications, licences, or professional qualifications necessary for completing the work required under contract.

4.4 MANDATORY SUBMISSION REQUIREMENTS

All quotations shall include the following documentation. Failure to provide any of the required items may result in disqualification. A submission checklist is provided as an appendix for guidance.

4.4.1 Submission Form

A completed and signed submission form, including respondent contact details.

4.4.2 Acknowledgement of Addenda Form

A completed and signed acknowledgement of addenda form, signed by an authorized representative of the respondent. Even if no addenda have been issued, this form must be submitted as acknowledgment.

4.4.3 Statement of Understanding and Declaration Form

A completed and signed statement of understanding and declaration form, signed by an authorized representative of the respondent.

4.4.4 Pricing

The quotation must include pricing information that complies with the instructions contained in the RFQ.

4.4.5 Conflict of Interest Form

4.4.6 Subcontractor Form

4.4.7 Other Mandatory Submission Requirements

Respondents must submit a brief description of the firm's qualifications confirming compliance with the mandatory technical requirements, including confirmation of professional standing (license number and name of the assigned O.L.S.)

4.5 AWARD PRE-CONDITIONS

The following are pre-conditions that must be met by the selected respondent before the agreement can be awarded:

4.6 Proof of Insurance

The selected respondent is required to provide a Certificate of Insurance (COI) confirming the following coverage:

- Comprehensive general liability and property damage with a limit of not less than \$ 2,000,000.00 (two million dollars), naming The Corporation of the Municipality of Calvin as an additional insurer.
- Motor vehicle public liability and property insurance on all owned and rented equipment with a limit of not less than \$2,000,000.00 (two million dollars)

All required insurance coverage must be kept through the term of the contract and endorsed to provide the Municipality with at least thirty (30) days' advance notice of cancellation or material change.

4.7 WSIB Coverage

A valid WSIB clearance certificate must be provided to confirm compliance with Workplace Safety and Insurance Board (WSIB) requirements. This certificate must be provided prior to the award of the contract and maintained throughout the contract term.

4.8 Subcontractor Approval

A list of the subcontractors must be provided, and approval must be obtained from the Municipality before the contract is finalized. The Municipality reserves the right to reject any subcontractors deemed unsuitable.

Respondents should review the appendices carefully to ensure a complete understanding of the project requirements. These documents are provided for information purposes only and the respondents are responsible for verifying any site conditions or assumptions necessary to prepare their quotation.

All other appendices included with this RFQ are provided as required for submission or administrative purposes.(End of Part 4)

APPENDIX A-REGISTRATION PAGE

PRE-SUBMISSION ONLY-DO NOT INCLUDE WITH QUOTATION



To ensure notification and receipt of any addendum issued for the project, proponents/bidders must complete and submit the registration form. Only those who have submitted the form will be added to the registry and will receive any addendums directly, if issued.

Proponents/bidders who **do not** complete and submit the registration form are solely responsible for monitoring and obtaining any addendums themselves. The Municipality of Calvin is not responsible for informing unregistered proponents/bidders.

All issued addendums will form part of the official proposal document and must be submitted with the originally distributed proposal package.

Please return the completed form by email to publicworks@calvintwounship.ca

Project Name	
Closing Date	
Company Name	
Principle Contact	
Address	
Address Line 2	
City and Province	
Postal Code	
Telephone	()
Facsimile	()
Email Address	
Date:	

Office Use Only	
Date Received:	By:

APPENDIX B-SUBMISSION FORM



PROCUREMENT TITLE:

PROCUREMENT NUMBER:

CLOSING DATE AND TIME:

Respondent Information:

Please fill out the following form, naming one (1) person to be the respondent's contact for the RFQ process and for any clarifications that may be necessary.

Legal Name of Respondent	
Operating Name (if different)	
Mailing Address	
Phone Number	
Email Address	
HST Number (if applicable)	
Authorized Contact Name and Title	

Signature:

By signing below, I confirm that I am the authorized signing officer of the Respondent, and that this quotation is submitted in response to the RFQ on a non-binding basis.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town and Province)	

APPENDIX C-STATEMENT OF UNDERSTANDING AND DECLARATION



I am the _____ (insert title) of the respondent and hereby make the following declarations on behalf of the organization.

1. Acknowledgment of Non-Binding Procurement Process

The respondent acknowledges that this RFQ process is not a formal, legally binding bidding process and does not give rise to a Contract A bidding contract.

No legal relationship of obligation regarding the procurement of any goods or services will be created between the Municipality or the respondent unless and until a written agreement is executed.

2. Non-Binding Price

The respondent has submitted its pricing in accordance with the RFQ, including appendix E (Pricing).

The respondent confirms that all pricing information is accurate and complete and acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, may impact acceptance of the quotation or future eligibility.

3. Ability to Provide Deliverables

The respondent has carefully reviewed the RFQ documents and has a clear and comprehensive understanding of the deliverables.

The respondent confirms that it has the necessary experience, capability and resources to provide the deliverables in accordance with the RFQ requirements.

4. No Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by this RFQ, including collusion, bid-rigging, price-fixing, bribery or other unethical or illegal activities.

5. Conflict of Interest

The respondent has reviewed the Conflict-of-Interest requirements in the RFQ and confirms that:

_____ No actual or potential conflict of interest.

_____ A conflict of interest does exist-please complete and submit appendix D-Conflict of Interest Declaration Form.

6. Disclosure of Information

The respondent agrees that any information provided in this quotation, even if identified as confidential, may be disclosed where required by law or by order of a court or tribunal.

The respondent consents to the confidential disclosure of this quotation to the Municipality's advisers retained to assist with the RFQ process, including the evaluation.

Signature:

By signing the below, I confirm that I am authorized to submit this quotation on behalf of the respondent and to make the declarations set out in this appendix. I understand this submission is non-binding and that a non-contractual relationship is created until a written agreement is carried out.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town and Province)	

APPENDIX D-ACKNOWLEDGEMENT OF ADDENDA



_____ We confirm that we submitted the registration form in appendix A prior to quoting, or otherwise ensured we were included in the addenda distribution list.

We acknowledge that we have reviewed all addenda issued as referenced in Section 3 of the RFQ. The contents of all addenda are incorporated into our quotation and will be considered part of any resulting contract if awarded.

Addenda can be found located on the Municipalities Website at [Bids, Tenders and Procurement | Council and Council Business | Municipality of Calvin](https://calvintownship.ca/en/council-and-council-business/bids-tenders-and-procurement)

<https://calvintownship.ca/en/council-and-council-business/bids-tenders-and-procurement>

Please use the chart below to identify the addendum number(s) that were identified.

Addendum No.	Addendum No.	Addendum No.
Addendum No.	Addendum No.	Addendum No.

_____ No addenda were issued.

Signature:

By signing below, I confirm that I am authorized to make this declaration on behalf of the respondent.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town and Province)	

APPENDIX-E PRICING



1. Instructions on How to Provide Pricing

- 1.1 All pricing must be provided in Canadian Funds and must include all applicable duties and taxes, except for HST, which should be itemized separately. Prices must be inclusive, covering labor, materials, travel, transportation, insurance, delivery, installation, pre-delivery inspection and any other overhead costs.
- 1.2 Respondents must follow the pricing format in the RFQ by either reproducing and completing the required pricing table or submitting the attached pricing form as directed. The Municipality requires that all pricing for goods follow the Incoterm specified below. If no Incoterm is stated, the default shall be the delivery duty paid and delivered to the Municipality of Calvin. Any deviations from this must be clearly identified in the submission.
- 1.3 The successful respondent must ensure that all goods are delivered within the timeline specified in the RFQ. If no timeline is provided, respondents must include an estimate lead time with their submission.

2. Evaluation of Pricing

Pricing will be evaluated based on the lowest total lump sum price for completion of all deliverables described in this RFQ.

The total evaluated price will be the sum of all fixed pricing submitted. Unit rates or hourly pricing will not be evaluated separately unless required for additional services during contract negotiation.

While pricing is a major factor of this RFQ, the Municipality reserves the right to consider overall value, compliance with mandatory requirements, and respondent qualifications when making an award decision.

3. Required Pricing Information-Pricing Table

UNIT COST PER TONNE(Excluding HST)	Fixed Price Total (excluding HST):	HST:	Total Price (including HST):	Expected Completion Date:

***Selection will be subject to the Municipality's reserved rights outlined in the RFQ and will depend on available budget, Council approval (if applicable) and Municipal properties.**

Signature:

By signing below, I confirm that I am authorized to enter a price on behalf of the respondent.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town and Province)	

END OF SECTION

APPENDIX F-CONFLICT OF INTEREST DECLARATION FORM



ONLY REQUIRED IF A CONFLICT OF INTEREST HAS BEEN IDENTIFIED IN APPENDIX B

Details of Conflict

Please provide a detailed explanation of the actual or potential conflict of interest, including:

- Names and individuals involved
- Relationship with The Corporation of the Municipality of Calvin
- Nature of conflict
- Mitigation measures proposed (if any)

If additional space is required, please attach a separate page clearly referencing this appendix.

Signature:

By signing below, I confirm that the accuracy of the information provided above.

Legal Name of Respondent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town and Province)	

APPENDIX G-SUBCONTRACTOR DISCLOSURE FORM



Project Name	
Project Number (if applicable)	
Name of Bidding Contractor	
Contact Name	
Email Address	
Date	

Subcontractor Firm Name	Category of Work to Be Performed

End of Section

APPENDIX H-SUBMISSION CHECKLIST



	Cover Page/Submission Label (Appendix I)
	Submission Form (Appendix B)
	Acknowledgement of Addenda Form (Appendix C)
	Pricing (Appendix E)
	Technical Submission-Addressing all non-monetary requirements
	Conflict of Interest Form (Appendix F) – if applicable
	Subcontractor Disclosure Form (Appendix G) -if applicable

End of Section

APPENDIX I- COVER PAGE/SUBMISSION LABEL

COMPANY NAME:

TELEPHONE:

**The Corporation of the Municipality of Calvin
1355 Peddlers Drive
Mattawa Ontario
POH1E0**

RFQ-2025-03

Delivery and Supply of Winter Sand

MUNICIPAL USE ONLY:

RECEIVED BY: _____

DATE AND TIME STAMPED: _____