



DRYDEN

2026 CITY OF DRYDEN CCTV INSPECTIONS

Tender T-2026-15

TABLE OF CONTENTS

TABLE OF CONTENTS	i
PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS.....	1
INVITATION TO BIDDERS	1
THE CITY OF DRYDEN’S PROCUREMENT BYLAW	1
THE CITY OF DRYDEN CONTACT	1
ACCOMMODATIONS FOR BIDDERS WITH DISABILITIES	2
CONTRACT FOR DELIVERABLES	2
RFT TIMETABLE.....	2
SITE INSPECTION.....	3
BID SUBMISSION	3
1.1.1 BIDS MUST BE SUBMITTED TO PRESCRIBED LOCATION	3
1.1.2 BIDS MUST BE SUBMITTED ON TIME	3
1.1.3 BIDS MUST BE SUBMITTED IN PRESCRIBED FORMAT	3
1.1.4 BID SUBMISSION CONTENT	4
1.1.5 AMENDMENT OF BIDS.....	5
1.1.6 WITHDRAWAL OF BIDS.....	5
1.1.7 BIDS IRREVOCABLE AFTER SUBMISSION DEADLINE	6
PART 2 – EVALUATION OF BIDS	6
2.1 STAGES OF BID EVALUATION	6
2.2 STAGE I – MANDATORY REQUIREMENTS	6
2.3 STAGE II – PRICING	6
2.4 SELECTION OF BIDDER	6
PART 3 – TERMS AND CONDITIONS OF THE RFT PROCESS.....	7
3.1 GENERAL INFORMATION AND INSTRUCTIONS	7
3.1.1 RFT INCORPORATED INTO BID	7
3.1.2 BIDDERS TO FOLLOW INSTRUCTIONS AND SUBMIT ONLY REQUESTED INFORMATION	7
3.1.3 BIDS IN ENGLISH.....	7

3.1.4	INFORMATION IN RFT ONLY AN ESTIMATE	7
3.1.5	EXAMINATION OF SITE	7
3.1.6	BIDDERS SHALL BEAR THEIR OWN COSTS.....	7
3.1.7	BID TO BE RETAINED BY THE CITY OF DRYDEN.....	8
3.1.8	TRADE AGREEMENTS.....	8
3.1.9	NO GUARANTEE OF VOLUME OF WORK OR EXCLUSIVITY OF CONTRACT	8
3.2	COMMUNICATION AFTER ISSUANCE OF RFT	8
3.2.1	BIDDERS TO REVIEW RFT	8
3.2.2	ALL NEW INFORMATION TO BIDDERS BY WAY OF ADDENDA.....	8
3.2.3	POST-DEADLINE ADDENDA AND EXTENSION OF SUBMISSION DEADLINE	9
3.2.4	VERIFY, CLARIFY AND SUPPLEMENT	9
3.3	FINALIZATION OF CONTRACT, NOTIFICATION AND DEBRIEFING	9
3.3.1	SELECTION OF BIDDER AND FINALIZATION OF CONTRACT	9
3.3.2	FAILURE TO ENTER INTO CONTRACT.....	9
3.3.3	NOTIFICATION TO OTHER BIDDERS.....	9
3.3.4	DEBRIEFING	10
3.3.5	BID DISPUTE RESOLUTION PROCEDURE.....	10
3.4	CONFLICT OF INTEREST AND PROHIBITED CONDUCT	10
3.4.1	CONFLICT OF INTEREST	10
3.4.2	DISQUALIFICATION FOR PROHIBITED CONDUCT.....	11
3.4.3	PROHIBITED BIDDER COMMUNICATIONS	11
3.4.4	BIDDER NOT TO COMMUNICATE WITH MEDIA	11
3.4.5	NO LOBBYING	11
3.4.6	ILLEGAL OR UNETHICAL CONDUCT	11
3.4.7	PAST PERFORMANCE OR PAST CONDUCT	12
3.5	CONFIDENTIAL INFORMATION	12
3.5.1	CONFIDENTIAL INFORMATION OF THE CITY OF DRYDEN.....	12
3.5.2	CONFIDENTIAL INFORMATION OF BIDDER.....	12
3.6	RESERVED RIGHTS, LIMITATION OF LIABILITY AND GOVERNING LAW	13
3.6.1	RESERVED RIGHTS OF THE CITY OF DRYDEN.....	13

3.6.2	LIMITATION OF LIABILITY	14
3.6.3	GOVERNING LAW AND INTERPRETATION	14
APPENDIX A – CONTRACT TERMS AND CONDITIONS		15
APPENDIX B – FORM OF TENDER		17
1.	BIDDER INFORMATION	17
2.	OFFER.....	17
3.	RATES.....	17
4.	NO PROHIBITED CONDUCT	18
5.	CONFLICT OF INTEREST	18
6.	DISCLOSURE OF INFORMATION	18
7.	BID IRREVOCABLE	18
8.	ENTER INTO CONTRACT	18
9.	ADDENDA	18
APPENDIX C – PRICING		20
C1	INSTRUCTIONS ON HOW TO COMPLETE PRICING FORM	20
C2	EVALUATION OF PRICING	20
C3	PRICING FORM.....	20
C4	FORM OF TENDER – PRICING PAGE	21
C5	PRICE SUMMARY	23
C6	LIST OF SUB-CONTRACTORS	24
APPENDIX D – DATABASE FORMAT		25
D1	STORM AND SANITARY SEWER PIPES	25
D2	STORM AND SANITARY MANHOLES	26

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

INVITATION TO BIDDERS

This Request for Tender (“RFT”) is an invitation by The City of Dryden to prospective bidders to submit bids for the provision of **CCTV Inspection Services**.

The City of Dryden owns and operates approximately 100 km of sewer mains serving a combined population of approximately 8,000 and covering a drainage area of approximately 65,200,000 m². It is The City of Dryden’s responsibility to ensure that the trunk sewers and manholes are maintained at an optimal service level.

Since the late 1980’s The City of Dryden’s Public Works Department has been carrying out Closed Circuit Television (CCTV) inspection of the wastewater trunk system.

For this Contract, a total of approximately 3,345 meters combined of storm and sanitary inspection are required.

THE CITY OF DRYDEN’S PROCUREMENT BYLAW

The City of Dryden’s procurement processes are governed by its Procurement By-Law No. FI-PR-01. It is the bidder’s responsibility to become familiar with and comply with The City of Dryden’s By-laws.

If the terms of the RFT are more restrictive than the terms of The City of Dryden’s By-law, the terms of the RFT will prevail.

THE CITY OF DRYDEN CONTACT

For the purposes of this procurement process, The City of Dryden contact shall be:

Jared Vandenbrand
Construction Services Coordinator
The City of Dryden
jvandenbrand@dryden.ca
(807) 223-1408

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of The City of Dryden, other than The City of Dryden Contact, concerning matters regarding this RFT. Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder’s bid.

ACCOMMODATIONS FOR BIDDERS WITH DISABILITIES

The City of Dryden is committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. In accordance with the *Ontario Human Rights Code*, *Ontarians with Disabilities Act, 2001* (ODA) and *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), The City of Dryden will accommodate for a disability, ensuring full and equitable participation throughout the RFT process.

If a bidder requires this RFT in a different format to accommodate a disability, the bidder must contact The City of Dryden Contact as soon as possible and in any event prior to the Submission Deadline. The RFT in the different format will be issued only to the requesting bidder and all addenda will be issued in such different format only to the requesting bidder.

CONTRACT FOR DELIVERABLES

The selected bidder will be required to enter into a contract with The City of Dryden for the provision of the Deliverables based on the Contract Terms and Conditions set out in Appendix A to the RFT (the “Contract”). It is The City of Dryden’s intention to enter into the Contract with only one (1) legal entity. The term of the Contract is to be for a period of approximately **six (6) months**.

The term of the Contract shall be as follows:

- Upon the issuance of a Purchase Order to November 27, 2026

The Contract will commence upon written confirmation of award to the Successful Bidder.

RFT TIMETABLE

Item	Date
Issue Date of RFT	August 17, 2026
Deadline for Questions	September 4, 2026
Deadline for Issuing Addenda	September 7, 2026
Submission Deadline	3:00 pm, CST, September 9, 2026
Public Opening: 30 Van Horne Ave, Dryden, ON	3:00 pm, CST, September 9, 2026
Anticipated Date for Entering into Contract	September 16, 2026

The RFT timetable is tentative and may be changed by The City of Dryden at any time.

SITE INSPECTION

Not Applicable.

BID SUBMISSION

1.1.1 BIDS MUST BE SUBMITTED TO PRESCRIBED LOCATION

Bids must be submitted, Electronically to:

Allyson Euler, Clerk
The City of Dryden

aeuler@dryden.ca

Subject Line: T-2026-15 – CCTV Inspections

by 3:00 pm, Central Time, Wednesday, September 9, 2026.

1.1.2 BIDS MUST BE SUBMITTED ON TIME

Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted after the Submission Deadline will be rejected. Onus and responsibility rests solely with the bidder to deliver its bid to the exact location (including floor, if applicable) indicated in the RFT on or before the Submission Deadline. The City of Dryden does not accept any responsibility for submissions delivered to any other location by the bidder or its delivery agents. Bidders are advised to make submissions well before the deadline. Bidders making submissions near the deadline do so at their own risk.

In the event of any question regarding the timely receipt of any submission, the time on the clock designated by the City Clerk will absolutely prevail over any other timepiece regardless of any discrepancies between the time on the City Clerk's designated clock and actual time.

1.1.3 BIDS MUST BE SUBMITTED IN PRESCRIBED FORMAT

ELECTRONIC BID SUBMISSIONS ONLY, shall be received by email and directed to:

The City of Dryden

Allyson Euler, City Clerk

Email: aeuler@dryden.ca

Hardcopy submissions not permitted.

To obtain documents and information online related to this Tender, please visit <https://www.dryden.ca/en/business/bids-and-tenders.aspx>. You can preview the Tender documents with a Preview Watermark prior to registering for the opportunity. Documents are not provided in any other manner.

Tenderers are cautioned that the timing of their Tender Submission is based on when the Tender is RECEIVED by the City of Dryden, not when a Tender is submitted, as Tender transmission can be delayed due to file transfer size, transmission speed, etc.

For the above reasons, it is recommended that sufficient time to complete your Tender Submission and to resolve any issues that may arise. The closing time and date shall be determined by the Tendering System's web clock. Tenders must be received by:

3:00 pm, CST, September 9, 2026

Late Tenders may not be accepted by the City of Dryden.

To ensure receipt of the latest information and updates via email regarding this Tender, or If a Tenderer has obtained this Tender Document from a third party, the onus is on the Tenderer to register with the City of Dryden Representative, Jared Vandenbrand at jvandenbrand@dryden.ca

Questions related to this Tender are to be submitted to the City of Dryden Representative, Jared Vandenbrand at jvandenbrand@dryden.ca

Lowest or any Tender not necessarily accepted. The Corporation of the City of Dryden (the "City") reserves the right to reject any or all Tenders, to waive irregularities and informalities therein, and to award the contract in the best interest of the City, in its sole and unfettered discretion. Tender award may have to be approved by Council. Please ensure all other documents are thoroughly reviewed for all terms, conditions and requirements.

1.1.4 BID SUBMISSION CONTENT

Bidders must include all forms and other documents, or information listed. Other than inserting the information requested, a bidder may not make any changes to any of the required forms included in this RFT. Any bid containing any such changes, whether on the face of the form or elsewhere in the bid, may be disqualified.

The following information MUST be submitted with your sealed bid. Failure to provide the information requested below will result in a non-compliant bid and may be rejected.

1.8.4.1 STAFF EXPERIENCE

The Bidder shall provide a list of each team member, and their functions, to be assigned to this Contract. The submitted team members shall include, but not be limited to your Project Lead, Field Supervisor, Certified Operators and laborer's. Copies shall be provided of related certificates for each member.

Please note: key personnel proposed for this project shall not be removed or replaced without obtaining the City's written consent at least two weeks in advance. If any named key personnel shall be replaced for any reason, the Successful Bidder shall promptly assign an acceptable, equally qualified replacement. Failure to do so may result in the termination of the Contract. The City shall have the right to meet and approve any replacement of key personnel.

1.8.4.2 TRAINING CERTIFICATION

The Bidder shall provide evidence of relevant safety training, including but not limited to, traffic control, first aid and WHMIS training.

1.8.4.3 MINIMUM YEARS EXPERIENCE REQUIRED

The Successful Bidder for this project must have a minimum of five years' experience in CCTV sewer inspection.

1.8.4.4 SAMPLE NOTIFICATION LETTERS

The Bidder shall provide sample "Resident Notification" letters to be used during the Contract. Consideration must be taken from the impact of blocking driveways and roads in residential locations in the vicinity of the inspection site. The Bidder must consider where the possibility exists that works will adversely affect residents or result in complaints.

1.1.5 AMENDMENT OF BIDS

Bidders may amend their bids prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFT title and number and the full legal name and return address of the bidder to the location set out above. Any amendment should clearly indicate which part of the bid the amendment is intended to amend or replace.

1.1.6 WITHDRAWAL OF BIDS

Bidders may withdraw their bids prior to the Submission Deadline. To withdraw a bid, a notice of withdrawal must be sent to The City of Dryden Contact and must be signed by an authorized representative of the bidder. Withdrawn bids will be returned unopened to the bidder upon request.

1.1.7 BIDS IRREVOCABLE AFTER SUBMISSION DEADLINE

Bids shall be irrevocable for a period of **forty-five (45) days** running from the moment that the Submission Deadline passes.

[End of Part 1]

PART 2 – EVALUATION OF BIDS

2.1 STAGES OF BID EVALUATION

The City of Dryden will conduct the evaluation of bids in accordance with the stages set out below.

2.2 STAGE I – MANDATORY REQUIREMENTS

Stage I will consist of a review to determine which bids comply with ALL mandatory requirements. Bids that do not comply with all of the mandatory requirements as of the Submission Deadline will, subject to the express and implied rights of The City of Dryden, be disqualified and not evaluated further.

2.3 STAGE II – PRICING

Upon completion of Stage I, the pricing submitted by each compliant bidder will be evaluated in accordance with Appendix C – Pricing Form.

2.4 SELECTION OF BIDDER

Subject to The City of Dryden's reserved rights, the compliant bidder will be selected to enter the Contract in accordance with Part 3.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFT PROCESS

3.1 GENERAL INFORMATION AND INSTRUCTIONS

3.1.1 RFT INCORPORATED INTO BID

All of the provisions of this RFT are deemed to be accepted by each bidder and incorporated into each bidder's bid. A bidder who submits conditions, options, variations or contingent statements to the terms as set out in this RFT, including the terms of the Contract in Appendix A, either as part of its bid or after receiving notice of selection, may be disqualified. If a bidder is not disqualified despite such changes or qualifications, the provisions of this RFT, including the terms of the Contract set out in Appendix A, will prevail over any such changes or qualifications in the bid.

3.1.2 BIDDERS TO FOLLOW INSTRUCTIONS AND SUBMIT ONLY REQUESTED INFORMATION

Bidders should structure their bids in accordance with the instructions in this RFT. Information must be provided in the form requested. The City of Dryden will not consider any supplementary information or documents that bidders have not been instructed to submit.

3.1.3 BIDS IN ENGLISH

All bids are to be in English only.

3.1.4 INFORMATION IN RFT ONLY AN ESTIMATE

The City of Dryden and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFT or issued by way of addenda. Any quantities shown, or data contained in this RFT or provided by way of addenda are estimates only and are for the sole purpose of indicating to bidders the general scale and scope of the Deliverables. It is the bidder's responsibility to obtain all the information necessary to prepare a bid in response to this RFT.

3.1.5 EXAMINATION OF SITE

Not applicable

3.1.6 BIDDERS SHALL BEAR THEIR OWN COSTS

The bidder shall bear all costs associated with or incurred in the preparation and submission of its bid.

3.1.7 BID TO BE RETAINED BY THE CITY OF DRYDEN

Except as otherwise provided in this RFT, The City of Dryden is under no obligation to return the bid or any accompanying documentation submitted by a bidder.

3.1.8 TRADE AGREEMENTS

Bidders should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement are subject to that trade agreement, but the rights and obligations of the parties shall be governed by the specific terms of this RFT.

3.1.9 NO GUARANTEE OF VOLUME OF WORK OR EXCLUSIVITY OF CONTRACT

Notwithstanding section 1.5, The City of Dryden makes no guarantee of the value or volume of work to be assigned to the successful bidder. The Contract will not be an exclusive contract for the provision of the described Deliverables. The City of Dryden may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 COMMUNICATION AFTER ISSUANCE OF RFT

3.2.1 BIDDERS TO REVIEW RFT

Bidders shall promptly examine all of the documents comprising this RFT, and

- a) shall register their intent to bid.
- b) shall report any errors, omissions, or ambiguities; and
- c) may direct questions or seek additional information.

to The City of Dryden Contact on or before the Deadline for Questions. All communications must be made in writing by email and shall be deemed to be received once the email has entered into The City of Dryden Contact's email inbox. No such communications are to be directed to anyone other than The City of Dryden Contact, and The City of Dryden shall not be responsible for any information provided by or obtained from any source other than The City of Dryden Contact. The City of Dryden is under no obligation to provide additional information but may do so in its sole and absolute discretion. It is the responsibility of the bidder to seek clarification from The City of Dryden Contact on any matter it considers to be unclear. The City of Dryden shall not be responsible for any misunderstanding on the part of the bidder concerning this RFT or its process.

3.2.2 ALL NEW INFORMATION TO BIDDERS BY WAY OF ADDENDA

This RFT may be amended only by an addendum in accordance with this section. If the City of Dryden, for any reason, determines that it is necessary to provide additional information relating to this RFT, such information will be communicated to all bidders by addenda issued in the same manner that this RFT was originally issued. All registered bidders will receive addenda via email.

Each addendum forms an integral part of this RFT. Such addenda may contain important information, including significant changes to this RFT. Bidders are responsible for obtaining all addenda issued by the City of Dryden. In the Form of Tender (Appendix B), bidders should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 POST-DEADLINE ADDENDA AND EXTENSION OF SUBMISSION DEADLINE

If the City of Dryden determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, The City of Dryden may extend the Submission Deadline for a reasonable period of time.

3.2.4 VERIFY, CLARIFY AND SUPPLEMENT

When evaluating bids, The City of Dryden may request further information from the bidder or third parties to verify, clarify or supplement the information provided in the bidder's bid. The response received by the City of Dryden shall, if accepted by the City of Dryden, form an integral part of that bidder's bid.

3.3 FINALIZATION OF CONTRACT, NOTIFICATION AND DEBRIEFING

3.3.1 SELECTION OF BIDDER AND FINALIZATION OF CONTRACT

Notice of selection by the City of Dryden to the selected bidder shall be in writing. The selected bidder shall enter into the Contract in the form attached as Appendix A to this RFT and satisfy any other applicable conditions, within fourteen (14) days of notice of selection. This provision is solely for the benefit of The City of Dryden and may be waived by The City of Dryden in its sole and absolute discretion.

3.3.2 FAILURE TO ENTER INTO CONTRACT

In addition to all other remedies available to The City of Dryden, if a selected bidder fails to enter into the Contract or satisfy any other applicable conditions, within fourteen (14) days of notice of selection, The City of Dryden may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that bidder and either proceed with the selection of another bidder or cancel the RFT process.

3.3.3 NOTIFICATION TO OTHER BIDDERS

Once the Contract is entered into by The City of Dryden and a bidder, the other bidders may be notified directly in writing.

3.3.4 DEBRIEFING

Bidders may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to The City of Dryden Contact and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the bidder in presenting a better bid in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.3.5 BID DISPUTE RESOLUTION PROCEDURE

If a bidder wishes to challenge the RFT process, the bidder must submit a written objection providing sufficient detail regarding their complaint (a “Substantive Objection”) to the City of Dryden Contact within seven (7) days from the conclusion of the bid opening process. The City of Dryden will respond to a Substantive Objection in accordance with the City’s bylaws and policies.

3.4 CONFLICT OF INTEREST AND PROHIBITED CONDUCT

3.4.1 CONFLICT OF INTEREST

The City of Dryden may disqualify a bidder for any conduct, situation or circumstances, determined by The City of Dryden, in its sole and absolute discretion, to constitute a Conflict of Interest.

For the purposes of this RFT, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFT process, the bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - I. having, or having access to, confidential information of The City of Dryden in the preparation of its bid that is not available to other bidders,
 - II. communicating with any person with a view to influencing preferred treatment in the RFT process (including but not limited to the lobbying of decision makers involved in the RFT process), or
 - III. engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFT process.
- b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the bidder’s other commitments, relationships or financial interests that:

- I. could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or
- II. could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

For the purposes of section (a) (I) above, bidders should specifically consider whether there were any individuals (employees, advisers, or individuals acting in any other capacity) who

- A. participated in the preparation of the bid; **AND**
- B. were employees of The City of Dryden within twelve (12) months prior to the Submission Deadline.

In addition to any other situation that may constitute a conflict of interest, suppliers will not be permitted to submit a bid if the supplier participated in the preparation of the RFT, and any such bid submitted will be disqualified.

3.4.2 DISQUALIFICATION FOR PROHIBITED CONDUCT

The City of Dryden may disqualify a bidder or terminate the Contract (in compliance with the applicable Terms and Conditions) if, in the sole and absolute determination of the City of Dryden, the bidder has engaged in any conduct prohibited by this RFT or the City of Dryden's By-law.

3.4.3 PROHIBITED BIDDER COMMUNICATIONS

A bidder shall not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict-of-Interest declaration set out in the Form of Tender (Appendix B).

3.4.4 BIDDER NOT TO COMMUNICATE WITH MEDIA

A bidder may not at any time directly or indirectly communicate with the media in relation to this RFT or any Contract entered into pursuant to this RFT without first obtaining the written permission of The City of Dryden Contact.

3.4.5 NO LOBBYING

A bidder, including any agent or representative of a bidder, may not, in relation to this RFT or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to advocate for any interest that may be affected by the RFT process or to influence the outcome of the RFT process.

3.4.6 ILLEGAL OR UNETHICAL CONDUCT

Bidders shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Bidders shall not engage in any unethical conduct, including lobbying, or other inappropriate communications with any employees, officers, agents, elected or appointed officials or other representatives of the City of Dryden, deceitfulness, submitting bids containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFT.

3.4.7 PAST PERFORMANCE OR PAST CONDUCT

The City of Dryden may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process. Such inappropriate conduct shall include but not be limited to the following:

- a) illegal or unethical conduct as described above;
- b) the refusal of the supplier to honour its pricing or other commitments made in its bid;
- c) failure to disclose a conflict of interest or
- d) any other conduct, situation or circumstance described in The City of Dryden's By-law.

3.5 CONFIDENTIAL INFORMATION

3.5.1 CONFIDENTIAL INFORMATION OF THE CITY OF DRYDEN

All information provided by or obtained from The City of Dryden in any form in connection with this RFT either before or after the issuance of this RFT.

- a) is the sole property of The City of Dryden and must be treated as confidential.
- b) is not to be used for any purpose other than replying to this RFT and the performance of the Contract.
- c) must not be disclosed without prior written authorization from The City of Dryden; and
- d) shall be returned by the bidders to The City of Dryden immediately upon the request of The City of Dryden.

3.5.2 CONFIDENTIAL INFORMATION OF BIDDER

Bidders are advised that the disclosure of information received in bids or otherwise relevant to the RFT process will be in accordance with the provisions of all relevant access to information and privacy legislation including primarily the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended ("MFIPPA"). Bidders should identify any confidential information in their bids. The City of Dryden will make reasonable efforts to maintain the confidentiality of such information, subject to its disclosure requirements under MFIPPA or

any disclosure requirements imposed by law or by order of a court or tribunal. Bidders are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisers retained by the City of Dryden to advise or assist with the RFT process. If a bidder has any questions about the collection and use of personal information pursuant to this RFT, questions are to be submitted to the City of Dryden Contact.

3.6 RESERVED RIGHTS, LIMITATION OF LIABILITY AND GOVERNING LAW

3.6.1 RESERVED RIGHTS OF THE CITY OF DRYDEN

The City of Dryden reserves the right to:

- (a) make public the names of any or all bidders.
- (b) request written clarification or the submission of supplementary written information in relation to the clarification request from any bidder and incorporate a bidder's response to that request for clarification into the bidder's bid.
- (c) assess a bidder's bid on the basis of
 - (i) a financial analysis determining the actual cost of the bid when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established);
 - (ii) information provided by references.
 - (iii) the bidder's past performance under previous contracts with the City of Dryden.
 - (iv) the information provided by a bidder pursuant to the City of Dryden exercising its clarification rights under this RFT process; or
 - (v) other relevant information that arises during this RFT process.
- (d) waive formalities and accept bids that substantially comply with the requirements of this RFT, whether they are the lowest or not.
- (e) verify with any bidder or with a third party any information set out in a bid.
- (f) check references other than those provided by any bidder.
- (g) disqualify any bidder whose bid contains misrepresentations or any other inaccurate or misleading information.
- (h) disqualify any bidder who has engaged in conduct prohibited by this RFT.
- (i) make changes, including substantial changes, to this RFT provided that those changes are issued by way of addenda in the manner set out in this RFT.
- (j) select a bidder other than the bidder whose bid reflects the lowest cost to the City of Dryden.

- (k) reject any bid that contains pricing which appears to be unbalanced or unreasonable.
- (l) cancel this RFT process at any stage.
- (m) cancel this RFT process at any stage and issue a new RFT for deliverables the same as or similar to Deliverables.
- (n) accept any bid in whole or in part; or
- (o) reject any or all bids.

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.6.2 LIMITATION OF LIABILITY

By submitting a bid, each bidder agrees that:

- a) neither the City of Dryden nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this RFT process including but not limited to costs of preparation of the bid, loss of profits, loss of opportunity or for any other claim; and
- b) the bidder waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the bid, loss of profits or loss of opportunity by reason of the City of Dryden's decision not to accept the bid submitted by the bidder, to enter into a contract with any other bidder or to cancel this RFT process, and the bidder shall be deemed to have agreed to waive such right or claim.

3.6.3 GOVERNING LAW AND INTERPRETATION

The terms and conditions in this Part 3 – Terms and Conditions of RFT Process

- a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- b) are non-exhaustive (and shall not be construed as being intended to limit the pre-existing rights of the parties); and
- c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – CONTRACT TERMS AND CONDITIONS

The Contract for the Deliverables between the parties in respect of:

City of Dryden 2026 CCTV Inspection Services

means and is comprised of the following documents, which are collectively referred to as the “Contract”:

- a) the Purchase Order issued by the City of Dryden.
- b) the City of Dryden 2026 CCTV Inspection Services, T-2026-15, including any addenda, (the “Solicitation Document”); and
- c) all the documentation submitted by the Supplier in response to the Solicitation Document (the “Supplier’s Submission”).

Save as specifically provided below, any ambiguity, conflict or inconsistency between or among the documents comprising the Contract will be resolved by giving precedence to the express terms of the documents in the order in which they appear above, so that a first mentioned document shall prevail notwithstanding any term or aspect of a later mentioned document.

The Supplier hereby agrees to put in effect and maintain insurance for the Term, at its own cost and expense, with insurers having a secure A.M. Best rating of B + or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person in the business of the Supplier would maintain including, but not limited to, the following:

a) Commercial General Liability Insurance

Commercial General Liability insurance for all Deliverables to a limit of not less than five million dollars (\$5,000,000) per occurrence.

The policy will be extended to include:

- Bodily injury, death, and property damage
- Cross liability and severability of interest
- Blanket contractual
- Premises and operations
- Personal and advertising injury
- Broad form property damage
- Products and completed operations.
- Owner’s and contractors protective
- Non-owned Automobile to a limit of not less than two million dollars (\$2,000,000) The policy shall be endorsed to:
- Include the City of Dryden as an additional insured; and

- Contain an undertaking by the insurers to give thirty (30) days prior written notice in the event that there is a material change in the foregoing policies or coverage affecting the Additional Insured(s) or cancellation of coverage before the expiration date of any of the foregoing policies.

b) Automobile Insurance

Automobile Insurance (OAP1) for both owned and leased vehicles with inclusive limits of not less than five million dollars (\$5,000,000).

Proof of automobile insurance will not be required if the Supplier provides a signed letter stating that they do not own or lease vehicles.

c) Additional Insurance Requirements

1. Broad Form Contractor's Equipment

Broad Form Contractor's Equipment insurance coverage covering machinery and equipment used by the Contractor for the performance of the work shall be in a form acceptable to The City of Dryden and shall not allow subrogation claims by the insurer against the City of Dryden. The policies shall be endorsed to provide the City of Dryden with not less than 30 days written notice in advance of cancellation, change or amendment restricting coverage Subject to satisfactory proof of financial capability by the Contractor for self-insurance of the Contractor's Equipment, the City of Dryden may agree to waive the equipment insurance requirement.

2. Other Insurance

Any other type (e.g. Environmental), form or as otherwise may be required from time to time as identified at any time by either party.

3. Contractor Safety Program

The Supplier must sign off and comply with The City of Dryden's Contractor Safety Policy (HR-HS-10).

Failure to comply with this policy will result in termination of the Supplier. This agreement must be signed before the work begins.

APPENDIX B – FORM OF TENDER

1. BIDDER INFORMATION

Please fill out the following form, and name one person to be the contact for the RFT process and for any clarifications or communication that might be necessary.

Full Legal Name of Bidder:	
Any Other Relevant Name under Which the Bidder Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
Bidder Contact Person and Title:	
Bidder Contact Phone:	
Bidder Contact Facsimile:	
Bidder Contact E-mail:	

2. OFFER

The bidder has carefully examined the RFT documents and has a clear and comprehensive knowledge of the Deliverables required under the RFT. By submitting a bid, the bidder agrees and consents to the terms, conditions and provisions of the RFT, including the Contract Terms and Conditions and offers to provide the Deliverables in accordance therewith at the rates set out in the Pricing Form (Appendix C).

3. RATES

The bidder has submitted its rates in accordance with the instructions in the RFT and in the Pricing Form set out in Appendix C.

4. NO PROHIBITED CONDUCT

The bidder declares that it has not engaged in any conduct prohibited by this RFT.

5. CONFLICT OF INTEREST

The bidder has considered the definition of “Conflict of Interest” in Section 3.4 of the RFT and declares that there is no Conflict of Interest relating to the preparation of its bid, and no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFT.

6. DISCLOSURE OF INFORMATION

The bidder hereby agrees that any information provided in this bid, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The bidder hereby consents to the disclosure, on a confidential basis, of this bid by The City of Dryden to The City of Dryden’s advisers retained for the purpose of evaluating or participating in the evaluation of this bid.

7. BID IRREVOCABLE

The bidder agrees that its tender shall be irrevocable for a period of **forty-five (45) days** following the Submission Deadline.

8. ENTER INTO CONTRACT

The bidder agrees that in the event its bid is selected by The City of Dryden, in whole or in part, it will enter into the Contract based on the term and conditions set out in Appendix A to this RFT in accordance with the terms of this RFT.

9. ADDENDA

The bidder is deemed to have read and accepted all addenda issued by The City of Dryden prior to the Deadline for Issuing Addenda. The onus remains on bidders to make any necessary amendments to their bids based on the addenda. The bidder is requested to confirm that it has received all addenda by completing the statement below:

The bidder has received **addendum/addenda numbers** **to** **inclusive**, and all changes specified therein have been included in the bidder’s pricing.

Bidders who fail to complete this section will be deemed to have received all posted addenda.

Signature of Witness

Signature of Bidder Representative

Name of Witness

Name of Bidder Representative

Title of Bidder Representative

Date

I have the authority to bind the bidder.

Original signatures only, no digital copies will be accepted.

APPENDIX C – PRICING

C1 INSTRUCTIONS ON HOW TO COMPLETE PRICING FORM

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes **except** for Harmonized Sales Tax (HST), which should be itemized separately.
- (b) Rates quoted by the bidder shall be all-inclusive and shall include all labour and material costs, all equipment costs, all travel and carriage costs, all insurance costs, all costs of delivery to the City of Dryden, all costs of installation and set-up, including any pre- delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (c) The Successful Bidder will be responsible for providing all equipment, software, ancillary support equipment, labor and consumables related to the operation of the CCTV inspection equipment in accordance with the specifications. “No additional monies shall be paid for expenses such as CSE, Traffic Control, permits, mileage, travel time, accommodations or meals. Furthermore, the City will not pay for travel time between the Successful Bidder’s office/site to the various City inspection sites”.
- (d) Regular hours of inspection are to be between 7:00 am and 7:00 pm. Written permission from the City representative will be required to work outside of these times.
- (e) A base rate per meter of inspection will be paid for CCTV inspections including imagery and PACP V. 6.0. inspection data and any other associated digital data. This base rate per meter payment shall be for all equipment, labour and materials required for the inspection of sewers and the preparation and supply of imagery (video) inspection and for the preparation and supply of data and reports. Please see Appendix D for required data formatting.
- (f) The estimated quantities to be supplied under the Contract are set out on the Pricing Form shall be used as the basis for calculation upon which the award of the Contract shall be made. The actual amount paid to the Successful Proponent shall be the Unit Price multiplied by the actual quantities of such Services provided during the course of the Contract.

C2 EVALUATION OF PRICING

The lowest stipulated sum for all sections will be obtained for the total price for the purposes of evaluation. Multiply the estimated quantity by the Unit Prices for an Extended Total in each Section. Transfer all Section Sub Totals to the Pricing Summary Table for evaluation.

C3 PRICING FORM

Complete all sections and transfer the Sub Total into the Pricing Summary

C4 FORM OF TENDER – PRICING PAGE

I/We, the undersigned, **having the authority to bind the Company**, certify that I/We have examined INVITATION AND SUBMISSION INSTRUCTIONS, TERMS AND CONDITIONS OF THE RFT PROCESS & RFT, and Form of Tender, do hereby offer and agree to enter into an agreement with the City of Dryden to supply and install CCTV Inspection Services in 2026 as described herein:

	Item	Units	Approx. Qty.	Unit Price	Amount
INSPECTION					
A1	The CCTV Inspection of Sewers (includes all set ups, reports, photos, & digital copies).				
a)	Sanitary Sewer 380 mm diameter & under	m	1,588	\$	\$
b)	Sanitary Sewer 381 mm to 600 mm	m	444	\$	\$
c)	Sanitary Sewer 601 mm to 900 mm	m	0	\$	\$
d)	Sanitary Sewer > 900 mm	m	0	\$	\$
e)	Storm Sewer 380 mm & under	m	1109	\$	\$
f)	Storm Sewer 381 mm to 600 mm	m	204	\$	\$
g)	Storm Sewer 601 mm to 900 mm	m	0	\$	\$
h)	Storm Sewer > 900mm	m	0	\$	\$
A2	The Condition Survey of all maintenance holes, catch basins & outfalls along the inspected sewer segments.				
a)	Sanitary MH	Ea.	29	\$	\$
b)	Storm MH & CB	Ea.	53	\$	\$
c)	Sanitary MH Cleaning	Hr.		\$	\$
d)	Storm MH & CB Cleaning	Hr.		\$	\$
SUBTOTAL INSPECTION			\$		
MISCELLANEOUS					
B1	Reverse Set-up Inspection	Ea.		\$	\$

B2	Reserve Set-up for Cleaning	Ea.		\$	\$
B3	Sewer Cleaning				
a)	Sanitary Sewer 380 mm diameter & under	m	1,588	\$	\$
b)	Sanitary Sewer > 380 mm to 600 mm	m	444	\$	\$
c)	Sanitary Sewer > 600 mm to 900 mm	m	0		
d)	Sanitary Sewer > 900 mm	m	0	\$	\$
e)	Storm Sewer 380 mm & under	m	1109	\$	\$
f)	Storm Sewer > 380 mm to 600 mm	m	204	\$	\$
g)	Storm Sewer > 600 mm to 900 mm	m	0	\$	\$
h)	Storm Sewer > 900 mm	m	0	\$	\$
B4	Solid Debris Cutting	m		\$	\$
B5	Removal of Protruding Service Connections	Ea.		\$	\$
SUBTOTAL MISCELLANEOUS			\$		
TOTAL (excluding HST)		\$			

COMPANY:	SIGNATURE:

C5 PRICE SUMMARY

Transfer Sub Totals from each section into the corresponding box below for a Total Price

Section A1	\$
Section A2	\$
Section B1	\$
Section B2	\$
Section B3	\$
Section B4	\$
Section B5	\$
SUBTOTAL	\$
HST	\$
FINAL PRICE	\$

COMPANY:	SIGNATURE:
----------	------------

C6 LIST OF SUB-CONTRACTORS

In the spaces provided below, please list those sub-contractors you intend to use:

#	ORGANIZATION	CONTACT NAME	PHONE NUMBER
1.			
2.			
3.			
4.			

COMPANY:	SIGNATURE:

APPENDIX D – DATABASE FORMAT

D1 STORM AND SANITARY SEWER PIPES

The following table represents the headers which shall be included within the excel database deliverable, with the second row indicating the type of information required:

CORE:

Primary ID	Asset Identification			Inspection Details				
Inspection ID	Pipe Segment ID	Upstream Structure	Downstream Structure	Inspection Date	Inspection Time	Inspected By	Inspected Length (m)	Viewing Direction (U/D)

Asset Details			Completion Status		
Pipe Length (m)	Primary Pipe Material	Primary Pipe Diameter	Survey Completed (Y/N)	Non Complete Reason	Reverse Inspection ID

Condition Data										
Structure Peak Score	Structure Score	Structure Quick Rating	Structure Index	Operation Peak Score	Operation Score	Operation Quick Rating	Operation Index	Overall Score	Overall Index	Overall Comments

ATTACHMENTS:

Primary ID	Attachment Details		
Inspection ID	Attachment Type (Image/Video/File)	Sub Directory	File Name

Asset Identification – shall contain the INVID provided by the city.

Structural/Operations Ratings – shall contain a number from 1-5 based upon the worst defect encountered in that segment.

Inspected By – shall contain the contractor's company name.

Pipe length – shall be the total length of the pipe, from MH to MH, measured in meters.

Material – shall indicate the material of the pipe in the format:

CONC	Reinforced Concrete
CSP	Corrugated Steel Pipe
HDPE	High Density Poly Ethylene
PVC	Polyvinyl Chloride
VC	Vitrified Clay

Diameter – shall indicate the pipe diameter, measured in millimeters.

Please contact Jared Vandenbrand, Construction Services Coordinator, with questions regarding databases. jvandenbrand@dryden.ca

D2 STORM AND SANITARY MANHOLES

The first row of the following table represents the headers which shall be included within the excel database deliverable, with the second row indicating the type of information required:

<i>City of Dryden ID</i>	<i>Structural Rating</i>	<i>Operations Rating</i>	<i>Inspection Date</i>	<i>Notes</i>	<i>Performed By</i>	<i>N. Invert</i>	<i>E. Invert</i>	<i>S. Invert</i>	<i>W. Invert</i>	<i>Material</i>	<i>Diameter</i>	<i>Perforated Lid</i>
INVID ID	Number	Number	YYYY-MM-DD	Text	Text	Depth	Depth	Depth	Depth	Text	Number	(Y/N)

City of Dryden ID – shall contain the INVID provided by the city.

Structural/Operations Ratings – shall contain a number from 1-5 based upon the worst defect encountered in that asset.

Performed By – shall contain the contractor's company name.

Depth to Inverts – shall be the measurement from top of lid to pipe inverts, measured in meters.

Material – shall indicate the material of the asset in the format:

BLOCK	Concrete block and mortar
PRECAST	Precast concrete pieces
POURED	Formed and Poured continuously

Diameter – shall contain a single measurement for the diameter of a round section, and a dual measurement if the structure is rectangular. Measured in millimeters.

Perforated Lid – shall indicate, through yes or no answer, if the maintenance hole inspected has a perforated lid.

All recorded material shall be supplied digitally to the City of Dryden.

Request for Tender