

MUNICIPAL DOG POUND BOARD

REQUEST FOR PROPOSAL

RFP 01-2026

“Resolving Drainage Issues”

October 2026

OVERVIEW

The Municipal Dog Pound Board invites qualified proponents to submit proposals for resolving the drainage issues at the Municipal Dog Pound (326 Monck Road).

KEY PROPONENT INFORMATION

PROPOSAL SUBMISSIONS

Proposals are to be submitted in a sealed envelope, clearly marked with RFP 01-2026 and received at the address below no later than 5:00pm on Friday October 30, 2026, at 5:00pm.

The Municipal Dog Pound
#326 Monck Road
c/o 1379 Monck Road
Bancroft, Ontario K0L 1C0
Attention: Brenda Vader, General Manager/Secretary-Treasurer

Submissions received after the above date and time will not be considered.

SUBMISSION REQUIREMENTS

The following must be included with the submission:

1. Supply pricing for the completion of the work listed below in items #1-#4 for the Municipal Dog Pound (#326 Monck Road).
2. Authorized Signature Page (found at the end of this RFP document)

PROPOSAL DISCREPANCIES, OMISSIONS, INTERPRETATIONS

Should a proponent have questions or find discrepancies or omissions in the bid form, or require interpretation of the information contained within, enquires should be directed to:

Bob Bridger – Board Member
bridger@tudorandcashel.com
613-334-5619

Any interpretations of, or additions to, deletions from, or any other corrections to the proposal document, will be issued as written addenda by the Municipal Dog Pound Board and will be circulated to all parties involved

The Municipal Dog Pound Board will not be responsible for any costs incurred in the preparation and submission of proposals. Neither the lowest cost nor any proposal shall necessarily be accepted, and the decision of the Municipal Dog Pound Board is final. This Request for Proposal and the resulting proposals should not be considered a commitment by the Municipal Dog Pound Board to enter into any contract. Please be advised that the Municipal Dog Pound Board reserves the right, in its sole and absolute discretion, to:

- waive any informalities or irregularities in any proposal process.
- issue subsequent RFPs.
- modify the RFP schedule or postpone the date for acceptance of proposals.
- accept any proposal or combination of proposals.
- reject any or all responses received pursuant to this RFP.
- supplement, amend, substitute, or otherwise modify this RFP.
- cancel this RFP with or without the substitution of another RFP or similar process.
- conduct investigations with respect to the qualifications and experience of each respondent.
- take any action affecting the RFP, the RFP process, or the services or facilities subject to the RFP that would be in the best interests of the Municipal Dog Pound Board.
- require one or more of the respondents to supplement, clarify or provide additional information for the Municipal Dog Pound Board to evaluate the proposals submitted; and
- waive any defect or technicality in any proposal received, to the extent that any or all such courses of action are deemed by the Municipal Dog Pound Board to be in the best interests of the Municipal Dog Pound Board.

SCOPE OF WORK

To complete the work listed below within the perimeters of the RFP 01-2026

1. Supply and place a 4-foot-wide band of $\frac{3}{4}$ inch clear stone around the existing structure.
2. Excavate a drainage trench to direct water away from the existing structure.
3. Install a catch basin near the existing structure and connect it to O-Pipe drainage pipe.
4. Install landscape filter fabric and backfill the trench as required.

SPECIAL NOTE:

The proposal should include details of all labor, materials, equipment, and equipment operators needed to complete the work, as well as any other fees (example: disposing of materials as required at the Landfill Site; Site Supervisor etc.).

Work is to be conducted in accordance with applicable Ontario construction standards and Occupational Health and Safety requirements.

GENERAL CONDITIONS

1. Proposals shall remain valid and open for acceptance by the Municipal Dog Pound Board for a period of (60) calendar days following the due date for receipt of submissions.
2. The successful proponent must provide WSIB clearance certificate and proof of \$5,000,000 liability insurance prior to starting work.
3. The Municipal Dog Pound Board will provide the successful proponent with a letter rewarding the work prior to commencement of any of the work set out in RFP 1-2026.

AUTHORIZED SIGNATURE

I have the authority to bind the Corporation.

SIGNATURE: _____

NAME: _____

DATE: _____

This page must be included with all submission.