



**Request for Proposal (RFP)
RFP 08-2026**

Public Works Department

Tree Clearing at Eel's Lake Landfill

Issue Date: Wednesday September 2, 2026

Closing Date: **Wednesday September 23, 2026 at 12:00pm**

Contact: Brittany McCaw, CAO/Treasurer
Municipality of Highlands East
2249 Loop Road
Box 295
Wilberforce, ON K0L 3C0

Tel: 705-448-2981 ext. 429

Fax: 705-448-2532

Email: bmccaw@highlandseast.ca

Proposals must be signed, sealed, and clearly marked "**RFP-08-2026 Tree Clearing at Eel's Lake Landfill**" will be received until the closing date.

The Municipality of Highlands East reserves the right to accept or reject all or part of any Bid and also reserves the right to accept other than the lowest Bid and to cancel this request for Bids at any time.

All purchases made by the Corporation of the Highlands East are done in accordance with our Procurement Policy as approved by By-law # 2020-68, which covers the acquisition of all goods and services.

Introduction

The Municipality of Highlands East is inviting proposals from qualified professionals to clear cut all trees from a specified area of the Eel's Lake Landfill Site for future expansion.

Intent of Proposal

- Clearing of brush and tree removal at the Eel's Lake Landfill Site.
- Brush is to be burnt if weather conditions are appropriate.
- Approximately 1.9 acres to be cleared.
- Trees are to be skidded, piled and cut in a place designated by the Municipality.
- Trees are the property of the Municipality.
- Area of work is specified on the map included in the proposal package.
- Tree removal is to be completed by no later than October 30th, 2026.

A site visit of the proposed work area is recommended. Site visits are to be scheduled with the Operations Supervisor. To arrange a site visit, please contact Jonathan Scott by email at jiscott@highlandseast.ca or via telephone at 705-448-1595.

Timelines

<u>Item</u>	<u>Date</u>
Deadline for Submission	September 23, 12:00pm

Deliverables

The following is a summary of deliverables required but not limited to for the proposed works:

- Consult and meet with the Operations Supervisor prior to project start to identify background information and initiate the project.
- Provide weekly progress reports to Operations Supervisor.
- Complete tree felling and skidding by October 30th, 2026.

Proposal Requirements

The bidder's proposal must contain at least, but is not necessarily limited to, the following:

- Project understanding with a description of the work to be performed.
- Work schedule showing timing of major tasks or milestones.
- Overall project costs are to be broken down by services performed including hourly charge-out rates, anticipated person per hour requirements, meetings, and any other disbursements, as required.
- If required, provide a list of suppliers and sub-contractors which may be utilized.

All Municipal information provided is not to be used for any purpose other than for this project without the written permission of the Municipality.

Pricing and Additional Work

No further payments beyond the submitted amount will be made for any additional service required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in the RFP, the cost of these services would be negotiated between the Municipality and the company that has been awarded the work. Any additional work will only be undertaken based on a request in writing from the Municipality.

Insurance

The successful bidder will be required to provide proof of general liability insurance. The Contractor covenants and agrees to indemnify and save harmless the Municipality of Highlands East against any and all claims for loss, costs, damages and/or compensation and legal expenses the Municipality may incur as the direct or indirect result of the work operation described herein being carried out by the Contractor. The Contractor shall ensure and maintain at his/her expense during the currency of this Proposal, general comprehensive liability insurance in an amount not less than two million dollars (\$5,000,000.00), naming The Municipality of the Highlands East as an additional named insured and containing a cross-liability endorsement. The Contractor shall submit proof of such insurance in the form of a certificate from his/her insurance company prior to commencing work on the contract.

Workplace Safety and Insurance Board

The successful bidder is required to provide a valid Clearance Certificate.

Invoicing

The Municipality's standard terms of payment are net thirty (30) calendar days from the date of invoice. Preferred method of payment is Electronic Funds Transfer (EFT) or cheque. The proposal should outline any payment schedule in terms of milestones.

Changes to Proposal

Bidders may not make modifications to their submissions after the closing date except as may be allowed by the Municipality.

Municipality's Use of Proposal

The Municipality may reproduce the vendor's proposal and any supporting documentation for internal use only.

Errors and Omissions

The Municipality will not be held liable for any errors or omissions in any part of this RFP. While the Municipality has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve companies from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Should a bidder find omissions from, or discrepancies in, any of the proposal documents or should the bidder be in doubt as to the meaning of any part of such documents, the bidder should notify Brittany McCaw, CAO/Treasurer, in writing, without delay. If the Municipality considers that a correction, explanation, or interpretation is necessary or desirable, an addendum will be issued and posted on the Municipality's website.

No oral explanation or interpretation will modify any of the requirements or provisions of the proposed documents.

All questions, errors or omissions must be brought to our attention no later than five (5) days prior to closing of the request for proposal.

Addenda

If required, addenda will be posted on the Municipality's website:

www.highlandseast.ca

It is the bidder's responsibility to ensure all addenda have been read and noted.

Vendor Expense

Any expenses incurred by the bidder in the preparation of the proposal submission are entirely the responsibility of the bidder and will not be charged to the Municipality.

Acceptance or Rejection of Proposal

The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons.

Notwithstanding and without restricting the generality of the statement immediately above, the Municipality will not be required to award and accept a proposal:

- When only one (1) proposal has been received as a result of the current Request for Proposals.
- Based on price (i.e.: the lowest price);
- When all proposals received fail to comply with the specifications or proposal terms and conditions.
- Where a change in the scope of work or specifications is required; and/or
- Where the proposal documents do not state a definite work schedule and a submitted proposal is based on an unreasonable work schedule.

The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any bidder by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal except as provided in the proposal document.

Notwithstanding the provisions of the request for proposal, the Municipality shall not be liable for damages or liquidated damages arising from the termination or postponement of any proposal released or contract entered into with a bidder, if and to the extent that its delay in performance or other failure to perform the obligations under the contract, is the result of an event of force majeure.

Force majeure means an event beyond the control of the Municipality and not involving the Municipality's fault or negligence and not foreseeable. Such events may include, but not restricted to fire, flood, natural disaster, pandemics, epidemics, plague and quarantine restrictions.

If a force majeure situation arises, the Municipality shall promptly notify any bidders of such conditions and cause thereof. The Municipality shall at its sole discretion determine whether to terminate or postpone any tender or contract either released or entered into with a bidder.

Proposal Award Procedures

The Municipality will notify the successful proponent of the award within five (5) calendar days of the proposal closing.

The successful proponent will be determined by the proposal that receives the highest scoring mark based on municipal staff evaluation.

The Municipality will notify the successful proponent of the award by telephone and written notice.

Following acceptance of the proposal by the Municipality, the successful bidder will provide the Municipality with any required documents within seven (7) calendar days of the date of notification of award.

Protection of Work or Property

The successful bidder will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or on connection with this work. The successful bidder will make good on any such damage or injury.

Regulation, Compliance and Legislation

The successful bidder will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

Cancellation

The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the bidder should neglect to execute the work properly or fail to perform any provision of this award, the Municipality, after three (3) days, written notice to the bidder, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the bidder. Continued failure of the vendor to execute the work properly will result in termination of the contract. The Municipality will provide written notice of termination.

The Municipality may elect to terminate the contract if the original terms and conditions are significantly changed, giving thirty (30) days written notice to the bidder. Either party may terminate the contract by giving the other party sixty (60) days written notice, giving reasons acceptable to the other and subject to approval by both parties involved in the contract.

Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

Freedom of Information

Any personal information required on the proposal form is received under the authority of the Municipality of Highlands East. This information will be an integral component of the quote submission. All written proposals received by the Municipality become a public record. Once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56 as amended, should be directed to:

Robyn Rogers, Clerk
Municipality of Highlands East
2249 Loop Road
Box 295
Wilberforce, ON K0L 3C0

T: 705-448-2981 Ext 422

F: 705-448-2532

Confidentiality of Understanding

The successful proponent and its employees may have access to information confidential to the Municipality. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law. The successful proponent agrees that it and its employees who have access to this information will not either, during the term of the agreement, or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful proponent's behalf or on behalf of any third party, any such information.

The obligations of this section survive the expiration or termination of this agreement indefinitely.

Ownership

The information and documentation that are a product of this award by the successful proponent, will become the exclusive property of the Municipality. However, intellectual property, such as specific tools, templates, processes, etc. that the bidder has provided as part of the deliverables for this project remains the property of the bidder and they are free to use any of such material in other contexts and with future clients.

Proposal Submission

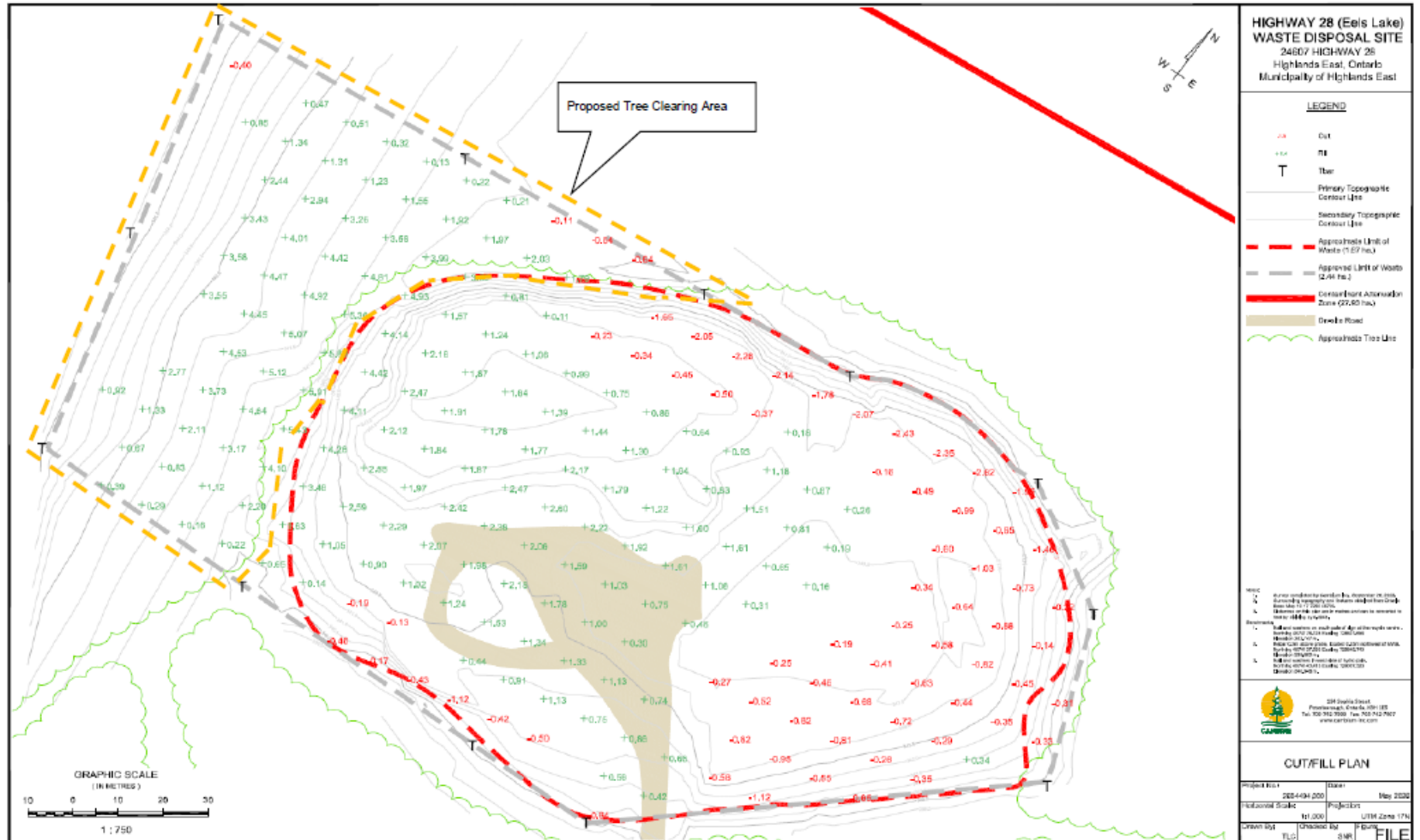
Sealed proposals, clearly marked “RFP-08-2026– Tree Clearing at Eel’s Lake Landfill” will be received by the Municipality of Highlands East until 12:00 p.m. local time on Wednesday September 23, 2026 at the address below:

Municipality of Highlands East
2249 Loop Rd.
Box 295
Wilberforce ON
K0L 3C0
Attention: Brittany McCaw, CAO/Treasurer

Submissions will be reviewed by the Municipality of Highlands East with a decision expected to be made within 1 week. The project start date is expected to be soon thereafter based on the mutual agreement of both parties.

Appendix A

Eel's Lake Landfill - Tree Clearing Mapping Outline



Appendix B

Request for Proposal Cover Sheet

Please ensure that this sheet is at the top of the Request for Proposal Submission.

Proposal for: Tree Clearing at Eel's Lake Landfill

As supplied by:

Company Name

Address

We the undersigned, have reviewed the Request for Proposal documents for the above-named project and hereby offer to perform the work for the following amount:

Project Costing

\$ _____ Tree Clearing Project Costs

\$ _____ HST

\$ _____ TOTAL

**Please ensure project costing includes all disbursements as noted in the RFP.*

Dated at _____ this _____ day of _____, 20____

Date

Name/Title of Authorized Signing Officer

Contact Telephone Number

Signature of Authorized Signing Officer