



2297 Highway 12,
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Brechtin, Ontario L0K 1B0
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Development and Infrastructure Department

REQUEST FOR QUOTATION

Contract # ID-12-2026

Sealed Quotations for: 2026 Arborist and Tree Removal Services

As Described Herein and Addressed:

**Attention Clerk, Ramara Township
By Courier or Drop off
Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0**

Please submit completed proposal in person or by mail in a sealed envelope quoting the above quotation number and closing date.

Electronic Submissions will also be accepted and may be forwarded to both clerks@ramara.ca and infrastructure@ramara.ca, and shall include all pages of the quotation, as well as all supporting documentation. Please include the Contract ID in the subject line of the email.

BID SUBMISSION DEADLINE

DATE: September 10, 2026

TIME: 10:00 a.m.

**QUESTION SUBMISSION DEADLINE:
September 1, 2026
12:00 p.m.**

**LOCATION: Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0**

LATE SUBMISSIONS WILL NOT BE ACCEPTED

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

Contents

i.	DEFINITIONS	4
ii.	GENERAL OVERVIEW	5
	INTRODUCTION	5
	FORM OF QUOTATION	6
	TIMELINE.....	6
	SUBMISSIONS	6
	FREEDOM OF INFORMATION	6
	BRIBERY/FRAUD	6
	BUY ONTARIO ACT	6
	INSURANCE	7
	WORKPLACE SAFETY AND INSURANCE BOARD (WSIB).....	8
	LIABILITY AND DAMAGES	9
	ACCESSIBILITY	9
	HEALTH & SAFETY.....	9
	ASSIGNMENT OF CONTRACT.....	11
	TRAFFIC CONTROL.....	11
	UTILITY LOCATES	12
	SPECIFICATIONS	12
	SCOPE OF WORK.....	12
	SPECIAL REQUIREMENTS	13
	PROVISIONAL ITEM - STUMP GRINDING REQUIREMENTS	14
	DAMAGE BY VEHICLES AND OTHER EQUIPMENT	16
	LOADING OF MOTOR VEHICLES	16
	AWARD OF QUOTATION.....	16
	EVALUATION CRITERIA.....	17
	HIGHWAY TRAFFIC ACT	17
	MEASUREMENT AND PAYMENT.....	17
	HOURS OF WORK	18
	TERM OF CONTRACT	18
	QUALIFICATIONS	19
	SUB-CONTRACTORS	19
iv.	SUBMISSION FORMAT AND CONTENTS	19
	GENERAL FORMAT OF SUBMISSION.....	19
	CONTENTS OF SUBMISSION	20

BIDDER INFORMATION FORM	22
SCHEDULE I – ITEMS AND PRICES	23
SCHEDULE II - CONTRACTOR EQUIPMENT LIST - RATES	26
SCHEDULE III - SUB-CONTRACTORS INFORMATION FORM	27
SCHEDULE IV – ABILITY AND EXPERIENCE FORM	28
SCHEDULE V – CONTRACTOR AVAILABILITY REQUIREMENTS	29
SCHEDULE VI – LIST OF MAJOR GOODS AND SERVICES	31
SCHEDULE VII – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN	32
SCHEDULE VIII – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN – COMPLIANCE DECLARATION.....	34
DECLARATION OF ACCESSIBILITY COMPLIANCE FORM	37
ADDENDA.....	38
APPENDIX A – List of Trees.....	39
APPENDIX B – Map of Quadrants for Tree Removal	40

INSTRUCTIONS TO BIDDERS

i. DEFINITIONS

The following definitions apply to the interpretation of the Request for Quotation;

1. **“Addendum”** means a written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid site meeting/conference or as a result of a specification or work scope change to the solicitation.
2. **“Bidder”** means a person or legal entity that is submitting a Quotation in response to the Quotation Process.
3. **“Bid Form”** is the standard forms provided by the Township. Bidders must complete and submit the forms in order to provide the necessary information for the evaluation of the bids and to create a legally binding bid.
4. **“Bid Price”** means the total price proposed by a Bidder in its Bid Submission for the performance of the Work.
5. **“Bid Submission”** means the information submitted by a Bidder in response to this Request for Quotation, also referred to as Bid or Submission.
6. **“Bid Submission Deadline”** is the closing date and time that is provided in the Call for Bid document that a Bidder’s submission must be received by the Township.
7. **“Constructor”** means the successful person or company engaged in the construction business.
8. **“Contract”** means an agreement to be signed between the Owner and a Successful Bidder pursuant to the procurement process.
9. **“Contractor”** means the Successful Bidder pursuant to the Procurement Process that has extended a contract.
10. **“Contract Administrator”** means a person authorized or appointed by the Township to act on behalf of the Owner in any particular capacity.
11. **“Closing Time”** Time and Date of Quotations has the meaning ascribed thereto in section ii of these instructions to bidders.

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12. **“General Manager, Development and Infrastructure”** means the General Manager, Development and Infrastructure for the Township of Ramara or such other person, partnership or corporation as may be authorized by the Council to act on their behalf in any particular capacity.
13. **“OPS”** means the current Ontario Provincial Standards published by the Ontario Standards organization.
14. **“Quotation”** means the quotation documents issued by the Owner in respect of a specific opportunity and also refers to the documents submitted by a Bidder in response to this procurement process.
15. **“Quotation Documents”** means the documents listed in section iii of these Instructions to Bidders.
16. **“Request for Quotation” (RFQ)** means the Call for Bid document issued by the Township.
17. **“Start Work Order”** means the document in writing, referred to in the RFQ, form that is issued by the Contract Administrator or the Engineer that authorizes the Contractor to begin the work.
18. **“Successful Bidder(s)”** means a Bidder whose Bid(s) has been awarded by the Township.
19. **“Work”** means the work to be performed by a Contractor pursuant to a Contract issued as a result of this quotation as described in the Contract Documents and includes, but is not limited to, the work generally described in Section ii of these Instructions to Bidders.

ii. GENERAL OVERVIEW

INTRODUCTION

The Corporation of the Township of Ramara is seeking quotations from qualified contractors to provide tree removal services on Township lands, including but not limited to road allowances, parks, cemeteries, municipal facilities, and other Township properties. The purpose of this request is to secure professional services for the safe removal and disposal of hazardous, dead, diseased, or otherwise identified trees in accordance with Township requirements.

The Township’s 2026 operating budget is approved for \$125,000 to complete necessary works.

FORM OF QUOTATION

All quotations must be on the Bid Forms provided, clearly marked with **2026 Arborist and Tree Removal Services**.

TIMELINE

Steps in RFQ process	Date	Time (if applicable)
Bid Posting	August 19, 2026	
Deadline for Questions	September 1, 2026	12:00 p.m.
Deadline for Addenda	September 3, 2026	
Deadline for Submission	September 10, 2026	10:00 a.m.
Anticipated Start Date	September 2026	

SUBMISSIONS

Submissions may be submitted in person at the Township Office (address on cover sheet), via mail to mailing address (on cover sheet) or via email to infrastructure@ramara.ca and clerks@ramara.ca.

Emails must bear the quotation number and name of the bidder in the subject line of the email. The Owner accept no responsibility whatsoever for any quotations submitted by the bidder via email that may be sent prior to the Closing Time but are not received until after the Closing Time per the time stamp on the received email, are blocked by security systems or for any other reason whatsoever are not received.

TENDER DEPOSIT

A tender deposit is not required for this Quotation.

FREEDOM OF INFORMATION

All submissions to the Township become the property of the Township and such are subject to the *“Municipal Freedom of Information and Protection of Privacy Act.”*

BRIBERY/FRAUD

Should any bidder or any of their agents give or offer any gratuity or attempt to bribe any employee of The Township, or to commit fraud, the Township shall be at liberty to cancel the prospective bidder's submission or contract.

BUY ONTARIO ACT

No preference will be given to any business for goods and/or services provided to the Township and/or Commission, except as required under the Buy Ontario Act. This project will comply, as necessary, with this legislation.

Included in this document are three schedules:

- Schedule VI – List of Major Goods and Services (completed by the Township of Ramara)
- Schedule VII – Domestic Supply Chain Commitment Plan (to be completed by the Bidder and submitted with all bids)
- Schedule VIII – Domestic Supply Chain Commitment Plan Compliance Declaration (to be completed by the Successful Bidder and submitted with all invoices).

Failure to complete Schedule VII with the bid will result in a non-compliant bid. Failure to submit Schedule VII with all invoices will result in held payments until submission. Failure to meet these requirements will result in termination of the contract.

INSURANCE

The Successful Bidder(s) shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Township. The coverage shall include premises and all operations liability to be performed by the bidder. This insurance coverage shall be subject to limits of not less than **Five Million Dollars (\$5,000,000.00)** inclusive **per occurrence** for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

The policy shall include **The Corporation of the Township of Ramara** as an additional insured in respect of all operations performed by or on behalf of the Bidder.

The Bidder(s) shall be entirely responsible for the cost of any deductible that is maintained in any insurance document.

The Insurance Policy shall not be altered, canceled or allowed to expire or lapse, without thirty (30) days prior written notice to the Township.

The Liability Insurance shall not contain any exclusion of limitations in respect of shoring, underpinning, rising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or land from any cause.

Where applicable the bidder(s) shall carry standard automobile and non-owned automobile liability insurance and shall protect them against all liability arising out of the use of owned or leased vehicles, used by the Bidder(s), its employees or agents. The limits of the liability for both owned and non-owned vehicles shall not be less than **Two Million Dollars (\$2,000,000.00)** per occurrence.

WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The successful bidder(s) shall supply a Certificate from the Workplace Safety and Insurance Board prior to the start of the contract indicating that all of the assessments the bidder(s) or subcontractor(s) is liable to pay under *Worker's Safety Insurance Board Act* or successor legislation have been paid and they are in good standing with the Board.

Effective January 1, 2013, Bill 119 legislates that all Contractors and Sub-Contractors categorized under class G: construction, shall have WSIB account and clearance coverage prior to commencing any contract.

Alternatively, if the successful Bidder(s) is an Independent Operator and is not categorized under Class G: Construction, the Bidder(s) shall submit a letter, from the WSIB, confirming that s/he has Independent Operator Status under the WSIB Act for work to be carried out for the Township of Ramara. If the Bidder(s) does not have Independent Operator Status, the Bidder shall.

- I. Complete an Independent Operator Status Questionnaire upon being awarded the contract; and,
- II. Fund all costs associated with any appeal of a determination by WSIB that the Bidder is not an Independent Operator; and,
- III. Provide proof of Employer's Liability Insurance (provided either by WSIB or the Contractor's insurance provider.

The Bidder(s) acknowledges and agrees that the Township is not hiring an employee(s) to perform the work associated with this Quotation. As such the Township reserves the right to terminate all Contracts associated with this Quotation if all appeals have been exhausted and the bidder(s) are determined by WSIB or court or tribunal of competent jurisdiction to be an employee. Any and all monies to be paid to the bidder(s) shall be returned regardless of the extent of work that has been completed to that point, and all material and documents associated with the Quotation, as well as Township property, shall be returned to the Township.

The bidder(s) acknowledges and agrees that any work completed to the date the appeal process has been completed, and an unfavorable determination is made will be provided to the Township for free and without any expectation of compensation. The risk associated with completing any work while there is an appeal process underway is entirely born by the bidder(s).

LIABILITY AND DAMAGES

The Contractor shall take full responsibility for any and all damages caused during the execution of the work, whether to private property, public property, municipal infrastructure, utilities, roadways, or landscaping.

- The Contractor shall, at their own expense, make good any such damage to the satisfaction of the Township.
- If the Contractor fails to make good on damages within a reasonable timeframe, the Township reserves the right to carry out the repairs and deduct the costs from monies owed to the Contractor.
- The Contractor shall indemnify and hold harmless the Township, its officers, employees, and agents from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or resulting from the Contractor's performance of the work.

ACCESSIBILITY

The Bidder(s) shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act 2005*, S.O. 2005, chapter 11 and the Regulations with regard to provision of the goods and/or services contemplated herein, including, without limitation, section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, as amended. The Bidder(s), when applicable, shall ensure that its employees, agents, volunteers and representatives receive training regarding the provision of the goods and services to person with disabilities. The Bidder(s) acknowledges that the Corporation of the Township of Ramara, in deciding to purchase goods or services through its procurement process, is required to consider the accessibility for persons with disabilities, when applicable and practical to do so.

HEALTH & SAFETY

All work performed under this contract must be carried out in accordance with the terms and conditions of the Ontario Occupational Health and Safety Act (OHSA or the Act), applicable Regulations, applicable standards, and other applicable legal requirements.

Unless otherwise stated, the successful bidder, for the purposes of the Act, shall be designated as the 'Constructor' for this project. The constructor has complete control of the work on behalf of the Township and is responsible for regulatory compliance and safe work procedures on the job site.

Any requirement for a Notice of Project to be submitted to the Ministry of Labour (MOL) is the sole responsibility of the constructor.

The Constructor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act, applicable Regulations, Standards, Environmental Protection Act, other legal requirements, and/or their own Health & Safety Policies and Procedures whether by the Constructor or any of its subcontractors may result in:

- The termination of the contract,
- The immediate removal of the Constructor and/or sub-contractor's equipment from the site,
- The forfeiture of all sums owing the constructor/or sub-contractor by the Township of Ramara.

The Constructor's health and safety responsibilities will include the following:

- where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful bidder shall ensure that the requirements of the Occupational Health and Safety Act, applicable Regulations and environmental requirements are complied with,
- ensure workers are aware of the hazardous substances that may be in used at the workplace,
- ensure workers are provided with and wear the appropriate personal protective equipment required for the area when engineering controls aren't practicable,
- demonstrate the establishment and maintenance of health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation,
- The Constructor acknowledges that they are familiar with the Occupational Health and Safety Act, applicable Regulations, applicable Standards and other legal requirements that applies to the work being conducted,
- The Contractor covenants and agrees to observe strictly and faithfully the provisions of the Occupational Health and Safety Act, applicable Regulations, and rules circulated there under together with the Constructor's Health and Safety Policies and Procedures.
- The Constructor agrees to indemnify and save the Township of Ramara harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and other applicable legal requirements.
- The Constructor agrees to have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.

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- The Constructor shall allow access to the work site on demand to representatives of the Township of Ramara to inspect work sites.
 - The Constructor agrees that any damages or fines that may be assessed against the Township of Ramara by reason of a breach or breaches of the Occupational Health and Safety Act and applicable Regulations by the Constructor or any of its sub-contractors will entitle the Township of Ramara to off-set the damages so assessed against any monies that the Township of Ramara may from time to time owe the Constructor under this contract or under any other contract whatsoever.
 - Where any portion of the work or services in this Contract is contracted to a sub-contractor, the Constructor agrees that the provisions of this section (**Health & Safety**) will apply to the sub-contractor and the Constructor will enforce said provisions.
 - The Township of Ramara may consider previous OHSA violations as grounds for rejection and the Township of Ramara may terminate any contract arising from this document if the Bidder is continuously in violation of OHSA requirements.

Proof of the above may be required by the Township at any time from procurement to project completion.

Township staff reserve the right to stop work if safety concerns are identified.

ASSIGNMENT OF CONTRACT

The Successful Bidder(s) shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his/her power to execute such contract, to any other person, company or City, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

TRAFFIC CONTROL

The Contractor will be responsible for all traffic control and will supply all traffic control devices as outlined in the Correct Methods for Traffic Control pamphlet issued by the Construction Safety Association of Ontario, and will comply with, Ministry of Transportation and Township Bylaws.

The Contractor shall be fully responsible for any and all damages caused by their operations to public or private property, and shall, at their own cost reinstate fully or compensate all such damages.

UTILITY LOCATES

1. Responsibility
 - Prior to commencing any excavation, grading, or construction activities, the Contractor shall be responsible for contacting **Ontario One Call** to obtain locates for all underground and overhead utilities within the project limits.
 - The Contractor shall ensure all locates are current and valid prior to beginning work.
2. Verification
 - The Contractor shall physically verify the location of all utilities and confirm with the utility owner any discrepancies between field conditions and locate drawings.
 - The Contractor shall hand-excavate or vacuum-excavate to confirm the exact location of any buried utilities where conflict with the work is suspected.
3. Coordination with Utility Owners
 - Where relocation, support, or protection of utilities is required, the Contractor shall coordinate directly with the utility owner(s).
 - The Contractor shall provide the Contract Administrator with copies of all correspondence and approvals from utility owners prior to commencing work in the affected area.
4. Protection of Utilities
 - All utilities shall be protected from damage during construction.
 - Any damage to utilities caused by the Contractor's operations shall be repaired immediately at the Contractor's expense to the satisfaction of the utility owner and the Municipality.
5. Payment
 - The cost of obtaining utility locates, coordinating with utility owners, and protecting existing utilities shall be deemed incidental to the work and shall not be paid for separately.

SPECIFICATIONS

SCOPE OF WORK

The Contractor shall be responsible for:

- Removal of designated trees as identified by Township staff. There are currently 52 trees on the list. Please refer to Appendix A for the list of trees.
- At the completion of this list, the Contractor will work in the designated area (see Appendix B) to remove identified trees, in consultation with Township staff, in accordance with priorities and budgetary impacts.

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- Felling, bucking, and cutting as required to ensure safe removal.
 - Chipping, hauling, and disposing of brush and wood in accordance with municipal and provincial regulations.
 - Traffic control measures in accordance with Ontario Traffic Manual (OTM Book 7) when working on or adjacent to municipal roads.
 - Protection of adjacent properties, utilities, and infrastructure.
 - Full site restoration upon completion of work, including the removal of all wood, brush, chips, debris, and equipment, leaving the site in a clean and orderly condition acceptable to the Township.
 - Maintaining a clean and safe worksite throughout operations.
 - Any electrical isolation required from Hydro One will be the responsibility of the Contractor to coordinate and cover any necessary costs.

SPECIAL REQUIREMENTS

The Contractor shall adhere to the following requirements for all tree cutting and removal operations within Township lands:

Traffic and Pedestrian Control

The Contractor shall provide all necessary traffic control in accordance with the Ontario Traffic Manual (Book 7). Barricades, cones, signs, and flagpersons shall be supplied as required to ensure public and worker safety.

Sidewalks, trails, or pedestrian routes affected by the work shall be clearly marked, and safe detours provided if necessary.

Environmental Protection

The Contractor shall prevent wood debris, sawdust, and fluids from entering storm sewers, watercourses, or ditches. All equipment must be in good repair and free of leaks.

The Contractor shall not disturb active bird nests or other protected wildlife. The Township may require inspection or postponement of work during sensitive periods.

Wood and Brush Disposal

All wood, branches, stumps, chips, and other debris shall be removed from the site daily and disposed of at an approved facility at the Contractor's expense, unless otherwise directed by the Township. It is acceptable for the material to be used by

requesting individuals, provided that the material is fully removed from municipal property.

Logs and wood material shall not be left on municipal property unless authorized.

Equipment and Worksite Restrictions

Equipment shall not damage turf, sidewalks, trails, curbs, or asphalt. Where heavy equipment is required, protective mats must be used. Bucket trucks, chainsaws, chippers, and cranes shall comply with all current Occupational Health and Safety Act requirements.

Damage Responsibility

The Contractor is fully responsible for any damages to public or private property, municipal infrastructure, roads, sidewalks, utilities, turf, landscaping, or vehicles resulting from their operations.

Damages must be repaired at no cost to the Township, to the satisfaction of the Township.

Emergency Response

The Contractor shall provide emergency tree removal services as requested by the Township, 24 hours per day, 7 days per week, with response times as indicated in the Contractor's Availability Form (Schedule III).

Worksite Clean-Up

At the end of each workday, the site shall be left in a clean, safe condition, free from hazards, sawdust, branches, or debris. Streets, sidewalks, and boulevards shall be restored to a safe and tidy condition immediately upon completion of the work.

PROVISIONAL ITEM - STUMP GRINDING REQUIREMENTS

Stump grinding and associated restoration are considered provisional items under this RFQ. Only in specific circumstances where the Township has identified that stump grinding is to occur, will this work be completed. Pricing shall be submitted as requested in the quotation form.

The Contractor shall either supply stump grinding services directly or identify a qualified subcontractor to complete the work.

Requirements:

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- The Contractor shall be responsible for obtaining and completing all utility locates (Ontario One Call and any additional private locates as required) prior to stump grinding.
 - The Township will not authorize work to be proceed until proof of completed and valid locates has been provided.
 - Full site restoration shall be completed following stump grinding, including:
 - Removal of all debris and wood chips.
 - Backfilling of stump holes with clean fill/topsoil.
 - Final grading to match surrounding surface.
 - Application of grass seed or sod where directed by the Township.

Stump Grinding Depth Requirement

The Contractor shall provide stump grinding services as follows:

- Stump Grinding Depth: Grind all stumps to a minimum depth of 200 mm (8 inches) below surrounding finished grade, measured from the highest point of ground immediately adjacent to the stump. Where required for replanting, reconstruction, or surface works, the Township may direct grinding up to 300 mm (12 inches).
- Removal of Grindings: All stump grindings and wood debris shall be removed from the site and disposed of at the Contractor's expense. Grindings shall not be left in the stump cavity.
- Backfilling: Backfill the cavity with clean fill material compacted in layers to within 100 mm (4 inches) of finished grade.
- Topsoil and Restoration:
 - For seeded areas: Place and compact 100 mm (4 inches) of screened topsoil, seed with an approved grass mixture, and apply mulch.
 - For sodded areas: Place and compact 150 mm (6 inches) of screened topsoil, install sod, and water/roll to ensure establishment.
- Site Clean-Up: The work area shall be left in a clean and level condition, free from debris, ruts, or hazards.

The Successful Bidder shall be responsible for all phases of the work including signage and traffic control. It shall be the Successful Bidder's responsibility under the items provided herein to complete the work except as specifically provided otherwise.

Where any private or commercial entrance, parking area, boulevard, lawn, etc., is disturbed due to work under this contract, it shall be restored to its original condition at the Successful Bidder's expense.

All equipment, machines and tools used in the performance of this work shall be maintained in satisfactory condition, with the approval of the General Manager, Development and Infrastructure.

DAMAGE BY VEHICLES AND OTHER EQUIPMENT

If at any time, in the opinion of the General Manager, Development and Infrastructure or their designate, damage is being done or is likely to be done to any highway or any improvement thereon, other than such portions as are part of the work by the Contractor's vehicles or other equipment whether licensed or unlicensed, the contractor shall, on the direction of the General Manager, Development and Infrastructure and at the Contractor's own expense, make changes in or substitutions for such vehicles or other equipment or shall alter loadings or shall in some other manner remove the cause of such damage to the satisfaction of the General Manager, Development and Infrastructure, including re-routing haul routes.

LOADING OF MOTOR VEHICLES

Where a vehicle is hauling material for the use on the specified work, in whole or in part upon a public highway and where motor vehicle registration is required for such vehicle, the contractor shall not cause or permit such vehicle to be loaded beyond its legal limit as specified in the Highway Traffic Act, whether such vehicle is registered in the name of the contractor or otherwise.

AWARD OF QUOTATION

1) The Corporation reserves the right, in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted.

2) Notwithstanding and without restricting the generality of the statement immediately above, the Township of Ramara shall not be required to award or accept a quotation, and may choose to either cancel the call for quotations or recall the quotations at a later date:

- a) when only one bid has been received as the result of a quotation call;
- b) where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
- c) when all bids received fail to comply with the specifications of quotation terms and conditions;
- d) when a change in the scope of work or specifications is required.

EVALUATION CRITERIA

Weighting

Compliance with RFQ requirements (submission completeness, insurance, WSIB, certifications, references, etc.)	PASS/FAIL
Price (overall competitiveness of unit rates)	50%
Contractor experience and qualifications (demonstrated municipal experience, references, equipment availability, certifications)	20%
Availability and response times (regular and emergency)	20%
Overall quality and professionalism of submission	10%
Total	100%

Notes:

- Provisional items (e.g., stump grinding, specialized equipment) will not be considered in the pricing evaluation, but within Overall Quality of Professionalism of Submission.
- Contractor Equipment List – Rates will also be evaluated within the Overall Quality of Professionalism of Submission.
- Contractors must achieve a minimum overall score of 70% in order to be considered for award.
- Contractors must achieve a PASS in the Compliance category in order to proceed to full scoring. Submissions that fail to meet this requirement will be deemed non-compliant.
- The Township may request clarification or additional information from contractors during evaluation.
- The Township reserves the right to consider past performance on municipal contracts when scoring.

HIGHWAY TRAFFIC ACT

The Bidder(s) of any equipment being used under hire by the Township shall be responsible to ensure the equipment is in full compliance of all statutes of the Highway Traffic Act, R.S.O. 1990.

MEASUREMENT AND PAYMENT

Payment at the Quotation price shall be paid upon submission of invoice and upon review and approval by the Township. Invoicing shall be no more than once per month, unless otherwise agreed upon by the Township ahead of submission. All invoices must include Schedule VIII or payment will not be processed.

HOURS OF WORK

The Contractor will be allowed to carry out operations during daylight hours between 7:00 a.m. and 5:00 p.m., Monday through Friday, except Statutory or Civic Holidays, unless otherwise approved or directed by the General Manager, Development and Infrastructure.

Emergency work hours will be determined at the discretion of the Township.

TERM OF CONTRACT

The Township intends to award the contract for a one (1) year term ending December 31, 2026, with the option to extend the contract on an annual basis for up to four (4) years in total including 2027, 2028, 2029, 2030, at the sole discretion of the Township.

Extensions shall be subject to:

- Satisfactory performance by the Contractor;
- Mutual agreement on any annual rate adjustments, with increases to be fair and reasonable and acceptable to both the Contractor and the Township;
- Confirmation of budget availability by the Township.

Additional Conditions:

- Failure to Respond: The Township reserves the right to engage alternate tree service contractors if the Contractor is unable to meet required timeframes, including emergency response times, or if the Contractor declines work assigned.
- Performance Reviews: The Township will periodically review Contractor performance, safety practices, and responsiveness. Continued poor performance may result in non-renewal or early termination of the contract.
- Termination: The Township reserves the right to terminate the contract at any time, without penalty, by providing thirty (30) days written notice.
- No Guarantee of Volume: The Township does not guarantee any minimum quantity of work under this contract. Work will be assigned on an as-needed basis through written work orders.
- Retention of Rights: The Township further reserves the right, during the contract term, to seek separate quotations or retain alternate contractors for provisional stump grinding and restoration services, regardless of the pricing submitted under this RFQ.

QUALIFICATIONS

The Successful Bidder shall be a company of recognized standing at least five (5) years' experience in this type of work and have the necessary equipment and skilled labour to carry out the work adequately.

SUB-CONTRACTORS

1. List of Subcontractors

The Bidder shall provide with their submission a complete list of all subcontractors proposed to be employed in the performance of the Work, including the nature and scope of each subcontract. The Owner reserves the right to reject any proposed subcontractor and require the Bidder to substitute an acceptable subcontractor at no additional cost.

2. Changes to Subcontractors

No changes to the list of subcontractors will be permitted without the prior written consent of the Owner. Such consent shall not be unreasonably withheld.

3. Responsibility

The Bidder acknowledges that they remain fully responsible for the acts and omissions of their subcontractors and for the satisfactory performance of all work, regardless of subcontracting arrangements.

4. Submission Form

The Bidder shall complete the "Subcontractor Information Form" attached to the Form of Quotation. Failure to provide the list of subcontractors at the time of submission may result in the Quotation being declared informal or non-compliant.

iv. SUBMISSION FORMAT AND CONTENTS

GENERAL FORMAT OF SUBMISSION

The Township **will not** accept any other format of the Schedule I Items and Prices other than that provided within this Request for Quotation. Schedule I Items and Prices are to be completed **in full** as provided in this document with no modifications, additions or deletions. **Failure to complete Schedule I as stipulated, may result in disqualification of the Bid Submission.**

CONTENTS OF SUBMISSION

The Request for Quotation Bid Submission **MUST** include the following information and shall be submitted in the same sequence provided:

- I. Completed Bidder Information Form**
- II. Provide all mandatory information as requested within Schedule I**
- III. Ensure Schedule I is initialed and dated**
- IV. Contractor Equipment List - Rates**
- V. Sub-Contractor Information Form**
- VI. Completed Schedule II – Ability and Experience Form**
- VII. Completed Schedule III – Contractor Availability Form**
- VIII. Provide a completed Declaration of Accessibility Compliance form.**
- IX. Health and Safety:**
 - a. Provide a current and valid certificate of clearance from WSIB.**
- X. Completed Schedule V – Domestic Supply Chain Commitment Plan**
- XI. Addenda:**
 - a. Include an initialed copy of the addenda form, if required.**

BID FORM

THE CORPORATION OF THE TOWNSHIP OF RAMARA

2026 ARBORIST AND TREE REMOVAL SERVICES

DOCUMENTS TO BE ENCLOSED WITH THIS FORM INCLUDING BUT NOT LIMITED TO:

- i. Bidder Information Form**
- ii. Schedule I – Items and Prices**
- iii. Contractor Equipment List - Rates**
- iv. Sub-Contractor Information Form**
- v. Schedule II – Ability and Experience Form**
- vi. Schedule III – Contractor Availability Form**
- vii. Declaration of Accessibility Compliance Form**
- viii. Health & Safety Information**
- ix. Schedule V – Domestic Supply Chain Commitment Plan**
- x. Addenda Form, if applicable**
- xi. Additional Information Bidder believes relevant to the Quotation or scope of work – i.e., Corporate Profile**

BIDDER INFORMATION FORM

**BIDDERS MUST COMPLETE THIS FORM AND INCLUDE WITH THEIR SUBMISSION
PLEASE ENSURE ALL INFORMATION IS LEGIBLE.**

Company Name	
Bidder's Main Contact Individual	
Address (Including postal code)	
Office Phone #	
Toll Free#	
Cellular#	
Fax#	
E-Mail Address	
Website	
HST Account #	

**I CERTIFY THAT ALL PRICES IN SCHEDULE I CONSTITUTE THE OFFICAL BID
SUBMISSION AND PRICING.**

NAME: _____
(PRINT)

AUTHORIZED SIGNATURE: _____

DATE: _____

SCHEDULE I – ITEMS AND PRICES

Any modifications of this form will result in the bid being disqualified. This Bid Form must be completed in full.

REQUIRED WORKS – APPENDIX A TREE LIST

ITEM	WORK	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	TOTAL COST
1	Tree Removal	Diameter up to 30 cm (includes removal and restoration)	Each	\$	16	\$
2	Tree Removal	Diameter 31–60 cm (includes removal and restoration)	Each	\$	23	\$
3	Tree Removal	Diameter 61–90 cm (includes removal and restoration)	Each	\$	10	\$
4	Tree Removal	Diameter greater than 90 cm (includes removal and restoration)	Each	\$	3	\$

Subtotal \$ _____

HST (13%) \$ _____

Total \$ _____

Initials: _____ Date: _____

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

REQUIRED WORKS – UNIT PRICING

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT	UNIT PRICE
1	Consultation and Report by Arborist	Arborist consultation work, including the preparation of a professional report, as needed.	Per Hour	
2	Tree Removal	Diameter up to 30 cm (includes removal and restoration)	Per Tree	
3	Tree Removal	Diameter 31–60 cm (includes removal and restoration)	Per Tree	
4	Tree Removal	Diameter 61–90 cm (includes removal and restoration)	Per Tree	
5	Tree Removal	Diameter 91 cm and over (includes removal and restoration)	Per Tree	
6	Emergency Call-out (regular hours)	Emergency work (price bucket truck and crew) to make area safe by felling and placing material within Township property.	Per Hour	
7	Emergency Call-out (after hours)	Emergency work (price bucket truck and crew) to make area safe by felling and placing material within Township property.	Per Hour	

PROVISIONAL ITEMS

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT	UNIT PRICE
1	Stump grinding	Diameter up to 30 cm	Each	\$
2	Stump grinding	Diameter 31–60 cm	Each	\$
3	Stump grinding	Diameter 61–90 cm	Each	\$
4	Stump grinding	Diameter 91 cm and over	Each	\$
5	Restoration	Final Grading (minimum 200mm)	m ²	\$
6	Restoration	Final Grading (minimum 300mm)	m ²	\$
7	Restoration	Surface restoration (grass seed)	m ²	\$
8	Restoration	Surface restoration (sod)	m ²	\$

Provisional items (e.g., stump grinding, specialized equipment) will not be considered in the pricing evaluation, but within Overall Quality of Professionalism of Submission.

Initials: _____ Date: _____

SCHEDULE II - CONTRACTOR EQUIPMENT LIST - RATES

Equipment Type	Typical Crew Requirement	Price – Per Hour (equipment and labour forces)	Notes

Contractor Equipment List – Rates will also be evaluated within the Overall Quality of Professionalism of Submission.

Initials: _____ Date: _____

SCHEDULE III - SUB-CONTRACTORS INFORMATION FORM

(To be completed for all sub-contractors representing a portion of this Bid Submission)

Sub-Trade	Proposed Sub-Contractor	Address / Phone #	Approximate Value of Sublet Work

SCHEDULE IV – ABILITY AND EXPERIENCE FORM

The Bidder shall provide below three (3) separate References, **not including the Township of Ramara**, having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

REFERENCE #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

REFERENCE RELEASE FORM

I _____ (authorised signatory for the submitting firm)
authorize the Township to contact the person and/or organization listed on the ABILITY & EXPERIENCE FORM, for the purpose of obtaining information relating to the bidder.

The Township reserves the right to call references if in its sole discretion finds a need to do so. The Township reserves the right to check other references other than listed herein.

SCHEDULE V – CONTRACTOR AVAILABILITY REQUIREMENTS

Request for Quotation (RFQ): Arborist and Tree Removal Services

Contractors shall complete this form in full and include it as part of their quotation submission. The form must be signed by an authorized signing officer of the company.

1. Contractor Information

- **Company Name:** _____
- **Address:** _____
- **Contact Person:** _____
- **Title/Position:** _____
- **Telephone Number:** _____
- **Email Address:** _____

2. Regular Service Availability

Indicate your standard availability for non-emergency tree removal work:

- Normal business hours: ☐ Yes ☐ No
 - Days of Operation: _____
 - Hours of Operation: _____
- Average notice required for scheduling (non-emergency work): _____

-
- Typical turnaround time for commencing scheduled work after receiving work order: _____
-

3. Emergency Response Availability

The Municipality requires 24/7 emergency response capability. Please indicate your availability and response time commitment:

- Available 24/7 for emergency response: ☐ Yes ☐ No
- Primary Emergency Contact (24/7): _____

-
- Telephone/Cell Number: _____
 - Secondary Emergency Contact (if applicable): _____
 - Telephone/Cell Number: _____
 - Guaranteed Response Time (from time of call to arrival on-site): _____
-
-

4. Confirmation

I/We, the undersigned, confirm that the information provided above is accurate and that the Contractor is capable of meeting the availability requirements outlined in this RFQ.

Authorized Signing Officer: _____

Title/Position: _____

Date: _____

Signature: _____

SCHEDULE VI – LIST OF MAJOR GOODS AND SERVICES

Project No:	ID-12-2026
Project Name:	Arborist and Tree Removal Services
Bidder Name:	

For the purposes of the Domestic Supply Chain Commitment Plan, the major goods and services for this Quotation may include, as applicable to the Work:

1. Equipment – Small equipment, motorized equipment, backhoes, trucks, etc. relevant to tree removal and restoration activities.
2. Labour – Trained operators for the equipment to perform tree removal services.

The Bidder shall ensure that its Domestic Supply Chain Commitment Plan applies to all categories relevant to the Work.

SCHEDULE VII – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN

Project No:	ID-12-2026
Project Name:	Arborist and Tree Removal Services
Bidder Name:	

1. Bidder Commitment

The bidder confirms that, if awarded the Contract, it will meet or exceed the following minimum domestic content requirement for the major goods and services identified by the Township in the Quotation Documents:

Minimum Commitment: 100%

This commitment applies to the total value of the major goods and services identified by the Township for this Quotation, including applicable goods and services supplied by subcontractors, suppliers, manufacturers, and fabricators.

2. Applicable Commitment Basis

Ontario and Canada

The minimum commitment will consist of Ontario-Made Goods and Ontario Services together with Canadian-Made Goods and Canadian Services.

3. Bidder Acknowledgement

The bidder acknowledges and agrees that:

1. This Domestic Supply Chain Commitment Plan is a mandatory eligibility requirement of the Quotation and is not scored;
2. Failure to submit this completed form may result in the Quotation being declared non-compliant and excluded from any and all further evaluation;
3. If awarded the Contract, this commitment will form part of the Contract;
4. The Bidder is responsible for ensuring that its subcontractors, suppliers, manufacturers, and fabricators support the commitment made in this form;
5. The Township may request clarification or supporting documentation before, during, and/or after award for the purpose of verifying compliance; and
6. Any material misrepresentation in this form, or failure to comply with the commitment during and/or after award, may result in disqualification or the exercise of contractual remedies by the Township.

4. Bidder Declaration

The Bidder certifies that the information provided in this Domestic Supply Chain Commitment Plan is complete and accurate to the best of its knowledge and is based on the Bidder's proposed performance of the Work.

Authorized Signing Officer: _____

Title: _____

Signature: _____

Date: _____

SCHEDULE VIII – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN – COMPLIANCE DECLARATION

To Accompany All Progress Payment Application/Invoice

1.Contract Information

Project Number:	ID-12-2026
Project Name:	Arborist and Tree Removal Services
Contractor Name:	
Progress Payment Application/Invoice No:	
Payment Period Covered:	
Date of Declaration:	

2.Contractor Declaration

I, _____, in my capacity as _____ of the Contractor named above, and being duly authorized to bind the Contractor, hereby declare and certify to the Township of Ramara as follows:

1. The Contractor has performed the Work during the payment period identified above in a manner consistent with the Contractor's Domestic Supply Chain Commitment Plan submitted with its quotation and incorporated, by reference, into the Contract.
2. With respect to the goods, material, equipment, fabrication, manufacturing, and services supplied or incorporated into the Work for which payment is requested in this progress payment application, the Contractor is in compliance with its Domestic Supply Chain Commitment Plan, except as expressly disclosed in this Declaration.
3. Except as disclosed in this Declaration, the Contractor has not made any actual or anticipated change affecting the Domestic Supply Chain Commitment Plan, including any change to supplier, manufacturer, or place of service delivery, that has not already been reported to the Township in writing in accordance with the Contract.
4. Except as disclosed in this Declaration, the Contractor has not made any material change that would reduce, impair, or invalidate its domestic supply chain commitment without the Township's prior written approval.
5. The Contractor has taken reasonable steps to ensure that its subcontractors, suppliers, manufacturers, fabricators, and service providers supporting the Work during this payment period have performed in a manner consistent with the Contractor's Domestic supply Chain Commitment Plan.
6. The information set out in this Declaration, including any attached schedules or supporting documents, is complete and accurate to the best of the Contractor's knowledge, information, and belief.

-
7. The Contractor has created and maintained records supporting domestic supply chain compliance for the Work covered by this progress payment application and will provide supporting record satisfactory to the Township upon request.

3. Disclosure of Changes or Exception (from original bid)

Please check one.

☐ A. No Changes or Exceptions

The Contractor confirms that there are no changes, substitutions, exceptions, or compliance issues to disclose for this payment period that may affect the Domestic Supply Chain Commitment Plan.

☐ B. Changes or Exceptions Disclosed

The Contractor discloses the following actual or anticipated changes, substitutions, exceptions, or other matters that may affect the Domestic Supply Chain Commitment Plan:

If box B is checked, the Contractor must complete the Disclosure of Changes or Exceptions Chart attached as the final page of this Schedule. If box A is checked, the final-page chart does not need to be completed.

4. Supporting Documentation

Please check all that apply:

- ☐ Supplier invoices
- ☐ Purchase orders
- ☐ Manufacture or fabricator certifications or letters
- ☐ Bills of lading or shipping records
- ☐ Subcontractor confirmations
- ☐ Service provider declarations
- ☐ Updated domestic supply chain tracking sheet
- ☐ Other: _____
- ☐ No attachments included with this submission; records will be provided upon request

5. Acknowledgement

- This Declaration is provided in support of a progress payment application under the Contract;
- The Township may request clarification or supporting documentation to verify compliance with the Domestic Supply Chain Commitment Plan; and
- Failure to provide this Declaration, failure to provide supporting records when requested, or failure to comply with Domestic Supply Chain Commitment Plan

requirements will result in delay or withholding of payment in accordance with the terms of the Contract.

6. Signature

Name of Authorized Signing Officer:	
Title:	
Contractor Name:	
Signature:	
Date:	

Disclosure of Changes or Exceptions

Item/ Major Good or Service	Originally Identified Supplier/ Manufacturer/ Service Provider	Location of Manufacturer/ Fabrication/ Service Delivery	Reason for Change	Date Township Notified	Township Approval (Staff)

DECLARATION OF ACCESSIBILITY COMPLIANCE FORM

Company Name: _____
Print Name: _____
Title: _____
Date: _____

I acknowledge that I am required to comply with Section 6 of Ontario Regulation 429/07 (Accessibility Standards for Customer Service) made under the *Accessibility for Ontarians with Disabilities Act, 2005*. I confirm that my employees, agents, volunteers and representatives who are required to receive training under the Act have completed the required. I will provide to The Corporation of the Township of Ramara any further documentation that confirms this training upon its request.

I will indemnify the Corporation of the Township of Ramara from and against any costs, expenses, fines, penalties, damages or losses that may arise or may be incurred as a result of my failure to comply with these requirements.

I declare that I have read, understood and will meet all enacted accessibility standards as amended from time to time.

I further declare that if applicable I will undertake to ensure any sub-contractors hired by

(insert company name)

for the completion of work contracted by the Township will also comply with the above requirements.

Authorized Signature
I have authority to bind the Corporation

Date

ADDENDA

This form is to be included only if any addenda have been issued as part of this Request for Quotation.

I declare that I have read, understood and that addenda numbers ____ through ____ shall apply to this contract and form part of the scope of work.

(insert company name)

Initials: _____ Date: _____

APPENDIX A – List of Trees

Site No.	Address		Number of Trees, Diameter (approximate)			
			<30 cm	31 – 60 cm	61 – 90 cm	>90 cm
Tree Removal						
1	4501	Anderson Avenue		1	1	
2	4581	Anderson Avenue			1 (cluster of 5)	
3	4219	Bayview Avenue	1	3		
4	4028	Bonnie Beach Road		1	3	
5	Concession 2 and Lake Simcoe		1	2		
6	2008	Concession Road 1				1
7	1121	Concession Road 9	4		1	
8	5413	Fawn Bay Road	3	3		
9	2817	Furniss Crescent		1		
10	7232	Glen Ellen Drive	1	1		1
11	3966	Hilltop Road				1
12	2038	Lakeshore Drive		1	1	
13	3848	Muley Point Road		1		
14	7655	Oak Point Road		1	1	
15	8	Old Indian Trail	1	1		
16	4372	Plum Point Road			1	
17	6110	Sheba Drive	5	2		
18	3882	Sideroad 15		3		
19	4708	Sideroad 20			1	
20	1092	Sunrise Drive		1		
21	3992	Woodland Drive		1		

APPENDIX B – Map of Quadrants for Tree Removal

