
Development and Infrastructure Department

REQUEST FOR QUOTATION

Contract # ID-06-2026

Sealed Quotations for: Dust Suppressant

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.

QUOTATION SUBMISSION DEADLINE

DATE: May 29, 2026

TIME: 10:00 AM Eastern Local Time

**QUESTION SUBMISSION DEADLINE:
May 22, 2026
11:00 AM Eastern Local Time**

**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.

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INSTRUCTIONS TO BIDDERS

1. 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 this Request for Quotation.
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 quotation process.
9. **“Contractor”** means the Successful Bidder pursuant to the Quotation 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 Quotation has the meaning ascribed thereto in Section 2 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. **“Request for Quotation”** means the Call for Bid document issued by the Township.
 15. **“Start Work Order”** means the document in writing, referred to in the quotation form that is issued by the Contract Administrator or the Engineer that authorizes the Contractor to begin the work.
 16. **“Successful Bidder(s)”** means a Bidder whose Bid(s) has been awarded by the Township.
 17. **“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 Quotation Process.
 18. **“Quotation Documents”** means the documents listed in Section 3 of these Instructions to Bidders.
 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 2 of these Instructions to Bidders.

2. GENERAL OVERVIEW

INTRODUCTION

The Corporation of the Township of Ramara is seeking quotations from qualified contractors to provide dust suppressant for approximately 200 km of gravel roads.

FORM OF QUOTATION

All quotations must be on the Bid Forms provided, clearly marked with **2026 Dust Suppressant**.

TIMELINE

Steps in RFQ process	Date	Time (if applicable)
Bid Posting	May 8, 2026	
Deadline for Questions	May 22, 2026	11:00 a.m.
Deadline for Addenda	May 25, 2026	4:30 p.m.
Deadline for Submission	May 29, 2026	10:00 a.m.
Anticipated Start Date	June 2026	

SITE MEETING

No site meeting is required for this Quotation.

QUOTATION DEPOSIT

A deposit is not required for this Request for 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.

PURCHASING PREFERENCE

No preference will be given to any business for goods and/or services provided to the Township.

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,

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- 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, c. 11, and all applicable regulations, including the *Integrated Accessibility Standards Regulation*, Ontario Regulation 191/11, as amended.

The Bidder(s) shall ensure that its employees, agents, volunteers, and representatives receive all accessibility training required under the AODA and its regulations relating to the provision of goods and/or services to persons with disabilities.

The Bidder(s) acknowledges that the Corporation of the Township of Ramara, as a designated public sector organization, is required to consider accessibility criteria and features when procuring goods or services, except where it is not practicable 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,

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- 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.
 - 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 Quotationing 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, convoy, 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 shall be responsible for all traffic control and will supply all necessary traffic control devices as outlined in the most recent edition of the Ministry of Transportation's Book 7. The Contractor shall comply with all Ministry of Transportation, Occupational Health and Safety Act requirements, as well as the Township of Ramara bylaws.

SCOPE OF WORK

The Contractor is responsible for providing all necessary labour, equipment, materials, permits, and appurtenances necessary for completing the works outlined in this Quotation.

The Township owns and maintains approximately 200 km of gravel roads in which the Contractor will provide dust suppressant to the roads, as required. It is anticipated that approximately 70% of all supplied materials will be applied continuously on the road, with the remaining amount to be spot applied, as directed by the Township.

The Contractor will supply, haul and apply the liquid dust suppressant solution, as directed by the Township, in accordance with the *O. Reg. 347 – General – Waste Management, under the Environmental Protection Act*, OPSS.MUNI 506 – Construction Specification for Dust Suppressant, and as set out in this document.

The Contractor must have the ability to supply at least three loads per day of 35% calcium chloride, or 30% magnesium chloride. The Township reserves the right to return any materials that may not be acceptable for any reasons. In the case of inclement weather conditions occurring between the time of ordering and delivery on any specified day, the material shall be retained with the transporting distributor until such time as the weather conditions permit the application or the material shall be returned to the Contractor.

Calcium Chloride

All calcium chloride shall meet or exceed OPSS 2501. The supplied liquid calcium chloride shall contain a minimum of 35% by mass and shall not contain impurities in excess of 2% by mass (solution strength determined at 15°C). All water used in the dust suppressant solution (or equipment flushing) shall be free of contaminants/foreign material that could adversely affect the environment or cause blockage in spraying equipment.

Magnesium Chloride

All magnesium chloride shall meet or exceed OPSS 2503. The supplied liquid magnesium chloride shall contain a minimum of 30% by mass of pure magnesium chloride. All water used in the dust suppressant solution (or equipment flushing) shall be free of contaminants/foreign material that could adversely affect the environment or cause blockage in spraying equipment.

The Contractor shall supply the appropriate Safety Data Sheet (SDS) for all product delivered. The Contractor agrees to provide a certificate of analysis, or other acceptable documentation, as requested by the Township, confirming solution concentration and impurities. Any testing completed shall be considered as part of the pricing provided.

SPECIAL REQUIREMENTS

The Contractor shall ensure that all of their staff are adequately trained to operate the vehicles and will act professionally.

Liquid dust suppressants are to be applied only to gravel roads that have been prepared and graded by the Township. The Contractor shall coordinate the timing with the Township and shall protect all adjacent surfaces from overspray and tracking.

Liquid dust suppressant shall be applied by a pressure distributor, with a pump capable of maintaining constant uniform spray pressure, a pressure gauge visible to the Operator, a rear mounted spray bar with instant shutoff, variable spray width, overlapping fan nozzles, strainer, shoulder spray controls to prevent overspray, and a system (e.g. meter, GPS, ground speed sensors) that allow the Operator to determine the application rates accurately while spraying.

All dust suppressants shall be applied in a manner that avoids ponding, runoff, drifting, and tracking beyond the area of application. Dust suppressant shall not be applied during a rainfall event, when a surface is saturated/has ponded water.

Any incidents or damage shall be reported immediately to the Township via verbal notification. Any spills shall be addressed by the Contractor, at their cost.

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 the request for quotation terms and conditions;
- d. when a change in the scope of work or specifications is required.

Quotations will be evaluated on the basis of price. The Township reserves the right to reject any or all quotations and is not obligated to accept the lowest price. Only bids that are deemed to be compliant with the Quotation requirements shall be considered.

PAYMENT

Payment at the Quotation price shall be paid upon submission of invoice, no more frequently than once per month, and upon review and approval by the Township.

HOURS OF WORK

The Contractor is expected to carry out operations as listed above in the Scope of Work. Work can be completed during the following hours, Monday to Thursday from 7:00 am to 5:00 pm, excluding all Statutory Holidays recognized by the Township. Extended hours, including work on the weekends, may be considered by the Township.

TERM OF CONTRACT

The Township intends to award the contract for term ending December 31, 2026. It is anticipated that the delivery of product will be in June 2026 and end by September 2026.

ADDITIONAL CONDITIONS

The following conditions shall apply to this contract:

- Failure to Respond: The Township reserves the right to engage alternate service contractors if the Contractor is unable to meet required timeframes, 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.

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- No Guarantee of Volume: The Township may add or delete roadways as their uses/needs change. Payment shall be made based on total length of services provided.
 - Retention of Rights: The Township further reserves the right, during the contract term, to seek separate quotations or retain alternate contractors for additional services, regardless of the pricing submitted under this RFQ.

QUALIFICATIONS

The Successful Bidder shall be a company of recognized standing at least three (3) years experience in this type of work and have the necessary 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 Quotationer 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 this Request for Quotation. Failure to provide the list of subcontractors at the time of quotation submission may result in the Quotation being declared informal or non-compliant.

3. 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. Sub-Contractor Information Form**
- V. Completed Schedule II – Ability and Experience Form**
- VI. Provide a completed Declaration of Accessibility Compliance form**
- VII. Health and Safety:**
 - Provide a current and valid certificate of clearance from WSIB.
 - Provide a copy of the current Workplace Health and Safety Policy.
- VIII. Addenda:**
 - Include an initialed copy of the addenda form, if required.

BID FORM

THE CORPORATION OF THE TOWNSHIP OF RAMARA

2026 DUST SUPPRESSANT

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

- i. Bidder Information Form**
- ii. Schedule I – Items and Prices**
- iii. Sub-Contractor Information Form**
- iv. Schedule II – Ability and Experience Form**
- v. Declaration of Accessibility Compliance Form**
- vi. Health & Safety Information**
- vii. Addenda Form, if applicable**
- viii. 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.

Sum all Total Prices in each section and include as Subtotal. HST is only to be included where described. All quantities are estimated only and payment shall be made on actual quantities completed.

PART 1 – REQUIRED WORKS

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1	Calcium Chloride	L	450,000	\$	\$
2	Magnesium Chloride	L	50,000	\$	\$
Subtotal					\$
HST (13%)					\$
Total Price					

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.

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 II – 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.

DECLARATION OF ACCESSIBILITY COMPLIANCE FORM

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

I acknowledge that I am required to comply with the accessibility requirements set out in the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) 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: _____