



2297 Highway 12,  
PO Box 130  
Brechin, Ontario L0K 1B0  
p.705-484-5374  
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## LAGOON CITY PARKS AND WATERWAYS

### REQUEST FOR QUOTATION

### CERTIFIED NON-HAZARDOUS WASTE HAULER

**File # LC-05-26**

Please submit completed proposal in person or by mail in a sealed envelope quoting the above tender number and closing date and forward to:

The Corporation of the Township of Ramara  
P.O. Box 130  
2297 Highway 12  
Brechin, Ontario L0K 1B0

Electronic Submissions will also be accepted and may be forwarded to both [infrastructure@ramara.ca](mailto:infrastructure@ramara.ca) and [clerks@ramara.ca](mailto:clerks@ramara.ca) and shall include all pages of the tender, and all supporting documentation.

#### **CLOSING**

**DATE:** June 17, 2026  
**TIME:** 12:00 p.m.  
**LOCATION:** Township of Ramara  
Administration Building  
2297 Highway 12  
P.O. Box 130  
Brechin, ON L0K 1B0

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

The Corporation reserves the right to accept or reject all or any quotations and the lowest or highest bid, as the case may be, will not necessarily be accepted.

# Table of Contents

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|   |    |
|---|----|
| LAGOON CITY PARKS AND WATERWAYS.....                    | 1  |
| i.    DEFINITIONS .....                                 | 4  |
| ii.   GENERAL OVERVIEW .....                            | 5  |
| 1.    SCOPE .....                                       | 5  |
| 2.    TIMELINE SCHEDULE .....                           | 5  |
| 3.    FORM OF QUOTE .....                               | 5  |
| 4.    FREEDOM OF INFORMATION .....                      | 5  |
| 5.    BRIBERY/FRAUD .....                               | 5  |
| 6.    BUY ONTARIO ACT .....                             | 5  |
| 7.    INSURANCE .....                                   | 6  |
| 8.    WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) ..... | 6  |
| 9.    TRAFFIC CONTROL.....                              | 7  |
| 10.   UNDERGROUND LOCATES .....                         | 7  |
| 11.   ACCESSIBILTY.....                                 | 7  |
| 12.   HEALTH & SAFETY.....                              | 8  |
| 13.   ASSIGNMENT OF CONTRACT .....                      | 9  |
| 14.   SPECIFICATIONS .....                              | 9  |
| 15.   DAMAGE BY VEHICLES AND OTHER EQUIPMENT .....      | 10 |
| 16.   LOADING OF MOTOR VEHICLES.....                    | 10 |
| 17.   Evaluation Criteria .....                         | 10 |
| 18.   HIGHWAY TRAFFIC ACT.....                          | 11 |
| 19.   PRICING AND PAYMENT .....                         | 11 |
| 20.   HOURS OF WORK .....                               | 11 |
| 21.   APPROXIMATE NUMBER OF LOADS .....                 | 11 |
| 22.   TERM OF QUOTATION.....                            | 11 |
| 23.   QUALIFICATIONS .....                              | 11 |
| 24.   CONDITIONS.....                                   | 12 |
| 25.   SUBMISSION FORMAT & CONTENTS .....                | 12 |
| iii.  TENDER DOCUMENTS.....                             | 14 |
| BIDDER INFORMATION FORM .....                           | 15 |
| SCHEDULE I – ITEMS AND PRICES.....                      | 16 |
| SCHEDULE II – EQUIPMENT.....                            | 17 |
| SCHEDULE III – ABILITY AND EXPERIENCE FORM.....         | 18 |
| DECLARATION OF ACCESSIBILITY COMPLIANCE FORM .....      | 19 |

Schedule IV - Major Goods and Services List.....20  
Schedule V - Domestic Supply Chain Commitment Plan .....21  
Schedule VI - Domestic Supply Chain Commitment Plan – Compliance Declaration.....23

## i. DEFINITIONS

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

1. **“Bidder”** means a person or entity that is submitting a tender in response to the Tender Process.
2. **“Commission”** means the Lagoon City Parks and Waterways Commission.
3. **“Constructor”** means the successful person or company engaged in the construction business.
4. **“Contract”** means an agreement to be signed between the Owner and a successful bidder pursuant to the tender process.
5. **“Contractor”** means the successful bidder pursuant to the tender process that has extended a contract.
6. **“Contract Administrator”** means a person authorized or appointed by the Township to act on behalf of the Owner in any particular capacity.
7. **“Closing Time”** Time and Date of Tenders has the meaning ascribed thereto in section ii of these Instructions to Bidders.
8. **“L.C.P.W.C.”** means the Lagoon City Parks and Waterways Commission.
9. **“OPS”** means the current Ontario Provincial Standards published by the Ontario Standards organization.
10. **“Start Work Order”** means the document in writing, referred to in the tender, form that is issued by the Contract Administrator or the Engineer that authorizes the Contractor to begin the work.
11. **“Tender”** means the tender 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 tender process.
12. **“Tender Documents”** means the documents listed in section iii of these Instructions to Bidders.
13. **“Work”** means the work to be performed by a Contractor pursuant to a Contract issued as a result of this tender as described in the Contract Documents and includes, but is not limited to, the work generally described in Section 14 of these Instructions to Bidders.
14. **“Township”** means the Corporation of the Township of Ramara.

## ii. GENERAL OVERVIEW

### 1. SCOPE

To provide the Township of Ramara and/or Lagoon City Parks and Waterways with an approved waste hauler (truck) and driver for the trucking of cut aquatic plants (Non-Agricultural Source Material (NASM) Category 1) from the Lagoon City Channels off load site located at 116 Lake Ave in Lagoon City to 7246 Sadowa Rd in Sebright, Ont.

### 2. TIMELINE SCHEDULE

RFQ Release date: June 3, 2026

RFQ Question Deadline: June 9, 2026

Deadline for Addenda: June 10, 2026

Closing Date: June 17, 2026

Anticipated Award: June 2026

### 3. FORM OF QUOTE

All quotations must be on the forms provided, clearly marked with “Certified Non-Hazardous Waste Hauler”

### 4. 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.”*

### 5. 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.

### 6. 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 IV – List of Major Goods and Services (completed by the Township of Ramara)
- Schedule V – Domestic Supply Chain Commitment Plan (to be completed by the Bidder and submitted with all bids)

- Schedule VI – Domestic Supply Chain Commitment Plan Compliance Declaration (to be completed by the Successful Bidder and submitted with all invoices).

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

## 7. 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 and the Lagoon City Parks and Waterways Commission** 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.

## 8. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The successful bidder(s) shall supply a Certificate from the WSIB prior to the start of the contract indicating that all of the assessments the bidder(s) or subcontractor(s) is liable to pay under *Workplace 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. 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 Tender. As such the Township reserves the right to terminate all Contracts associated with this Tender 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 Tender, 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).

**9. TRAFFIC CONTROL**

Not Applicable

**10. UNDERGROUND LOCATES**

Not Applicable

**11. 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.

## 12. 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), applicable Regulations, applicable standards, and other applicable legal requirements.

Unless otherwise stated, the successful bidder, for the purposes of the OHSA, 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 OHSA, applicable Regulations, Standards, *Environmental Protection Act* (EPA), 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.

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 OHSA, 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 OHSA, 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 OHSA, 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 harmless for damages or fines arising from any breach or breaches of the said OHSA and other applicable legal requirements.
- The Constructor agrees to always have a competent supervisor available 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 to inspect work sites.
- The Constructor agrees that any damages or fines that may be assessed against the Township by reason of a breach or breaches of the OHSA 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 (**12. Health & Safety**) will apply to the subcontractor and the Constructor will enforce said provisions.
- The Township may consider previous OHSA violations as grounds for rejection and the Township 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 tendering to project completion.

### **13. 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.

### **14. SPECIFICATIONS**

- a. The Successful Bidder must be an approved waste hauler (solid non-hazardous waste) under the *Environmental Protection Act, R.R.O. Regulation 347*.

- b. The equipment required will consist of a 40 cubic yard waste bin serviced by a tri-axle roll-off truck. The anticipated weight per bin is approximately 14 tonnes.
- c. The Successful Bidder's 40 yard bin will be loaded with cut wet aquatic weeds (NASM Category 1) via a conveyor from the weed harvester along the shores of Lagoon City at 103 Lake Ave. and unloaded at 7246 Sadowa Rd., Sebright.
- d. The Successful Bidder agrees to drop an empty bin at the 103 Lake Ave. under the loading conveyor when one is picked up to be exchanged.
- e. The amount of material to be hauled will depend on weed growth, water levels, weather and operational vicinity to the conveyor. Typical average loads per day are 1 to 2 (7:00 a.m. & 1:00 p.m.). Typically, Late July and the first 3 weeks of August will require 2 bin exchanges per day.
- f. No bins may remain at the off-load site over the weekend. To ensure compliance, a bin exchange must be completed on Friday morning. As Township staff are not normally present on Fridays, the lock code required to access the off-load site will be provided to the hauler upon contract award.  
As a result, a Monday morning 7:00 a.m. pickup will not be required.
- g. The typical season for aquatic plant harvesting is July to October, the season is greatly affected by weather and could have rapid or delayed growth, the estimated start date is July 16, 2026, and estimated end date is October 1, 2026.

**15. DAMAGE BY VEHICLES AND OTHER EQUIPMENT**

If at any time, in the opinion of the General Manager of 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 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, including re-routing haul routes.

**16. 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.

**17. Evaluation Criteria**

Evaluation will be based on the price only.

Pricing will only be considered when the bid is deemed compliant (Pass/Fail). Compliance is determined by the review of submitted documents versus the

required submission. Please refer to Section 25.2 for a list of required submitted documents.

Equipment list should include the quantity and type of equipment, for each type of equipment. Additional information that should be included is year, make, model, horsepower, etc.

References must be relevant to this type of work and include at least three references from the past five years. Preference is given to municipal projects of a similar nature.

**18. 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 statues of the *Highway Traffic Act*, R.S.O. 1990.

**19. PRICING AND PAYMENT**

Payment at the contract price shall be compensation in full for the supply of all labor and equipment necessary to complete the work to the satisfaction of the Township and the Commission. Payment at the quoted price shall be paid upon submission of invoice, no more frequently than once every two weeks.

All submissions of invoices must include Schedule VI – Domestic Supply Chain Commitment Plan Compliance Declaration. Any invoice submitted without this schedule will be held for payment until the declaration is received.

**20. HOURS OF WORK**

Hauling will take place between the hours of 7:00 a.m. and 4:30 p.m., Monday to Friday.

**21. APPROXIMATE NUMBER OF LOADS**

The following information outlines the number of 40 cubic yard bins (not full) removed from Lagoon City and delivered to the dump site during the following seasons:

|      |    |
|------|----|
| 2024 | 60 |
| 2025 | 50 |

**22. TERM OF QUOTATION**

The term of this quotation will be for the 2026 Aquatic Weed harvesting season, as outlined in Section 13.

**23. 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 equipment and skilled labor to carry out the work adequately.

## 24. CONDITIONS

The Contractor has carefully examined the provisions, specifications and conditions attached to this quotation and has carefully examined the site and location of the work to be done and the Contractor understands and accepts the said provisions, specifications and conditions and, for the prices set forth in this tender, hereby offers to furnish all equipment, labour and other means of construction, furnish all materials except as otherwise specified and to complete work in strict accordance with the provisions, specifications and conditions attached to this quotation.

It is agreed that the quoted start and finish dates are estimates only and may be increased or decreased by the Township and/or the Commission without alteration of the quoted price.

The Corporation reserves the right to accept or reject all or any quotations and the lowest or highest bid, as the case may be, will not necessarily be accepted.

The successful proponent will be required to complete the Contractor Package available on the Township website under the **Bids and Tenders** page. The link to this package will be provided following acceptance of the submitted quotation and prior to the issuance of the award letter for the successful submission.

## 25. SUBMISSION FORMAT & CONTENTS

### 25.1 General Format of Submission

The Township and/or the Commission will not accept any other format of the schedule I Items 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.**

### 25.2 Contents of Submission

The Request for Quotation response submission should include the following information only and shall be submitted in the same sequence provided:

- I. Completed Bidder Information Form
- II. Provide a copy of the confirmation letter of approved waste hauler status (solid non-hazardous waste) under the EPA
- III. Provide all mandatory information as requested within Schedule I
- IV. Completed Schedule II – Equipment List

- V. Completed Schedule III – Ability and Experience Form
- VI. Provide a completed Declaration of Accessibility Compliance Form
- VII. Completed Schedule V – Domestic Supply Chain Commitment Plan

iii. TENDER DOCUMENTS

Quotation Form

Lagoon City Parks and Waterways Commission

Certified Non-Hazardous Waste Hauler

Documents to be enclosed with this form including but not limited to:

- Bidder Information Form
- Confirmation Letter of Approved Waste Hauler
- Schedule I – Items and Prices
- Schedule II – Equipment List
- Schedule III – Ability and Experience Form
- Declaration of Accessibility Compliance Form
- Schedule V – Domestic Supply Chain Commitment Plan

**BIDDER INFORMATION FORM**

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

|  |  |
|--|--|
| <b>Company Name</b>                    |  |
| <b>Contact Name</b>                    |  |
| <b>Address (Including postal code)</b> |  |
| <b>Office Phone #</b>                  |  |
| <b>Toll Free#</b>                      |  |
| <b>Cellular#</b>                       |  |
| <b>Fax#</b>                            |  |
| <b>E-Mail Address</b>                  |  |
| <b>Website</b>                         |  |
| <b>HST Account #</b>                   |  |

**I CERTIFY THAT ALL PRICES IN SCHEDULE I CONSTITUTE THE OFFICAL QUOTATION BID**

**NAME:**

\_\_\_\_\_  
(PRINT)

**AUTHORIZED SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**SCHEDULE I – ITEMS AND PRICES**

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

| <b>Item No.</b>      | <b>ITEM DESCRIPTION</b> | <b>UNIT</b> | <b>ESTIMATED QUANTITY</b> | <b>UNIT PRICE</b> | <b>TOTAL PRICE</b> |
|----------------------|-------------------------|-------------|---------------------------|-------------------|--------------------|
| 1                    | 40 Cubic Yard Waste Bin | Per Load    | 50                        | \$ _____<br>-     | \$ _____           |
| HST (13%)            |                         |             |                           |                   |                    |
| Total Contract Price |                         |             |                           |                   |                    |

Quotation price shall be firm until December 31, 2026.



**SCHEDULE III – ABILITY AND EXPERIENCE FORM**

The Bidder shall provide below three (3) separate customers **other than the Township** 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.

|   |  |
|---|--|
| <b>REFERENCE #1</b>                       |  |
| Customer                                  |  |
| Contact Name & Phone Number               |  |
| Date of Purchase                          |  |
| Description of Goods or Services Provided |  |
| <b>REFERENCE #2</b>                       |  |
| Customer                                  |  |
| Contact Name & Phone Number               |  |
| Date of Purchase                          |  |
| Description of Goods or Services Provided |  |
| <b>REFERENCE #3</b>                       |  |
| Customer                                  |  |
| Contact Name & Phone Number               |  |
| Date of Purchase                          |  |
| Description of Goods or Services Provided |  |

**REFERENCE RELEASE FORM**

I \_\_\_\_\_ (authorized 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: \_\_\_\_\_

Contact 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 of Ramara will also comply with the above requirements.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Schedule IV - Major Goods and Services List

|               |  |
|---------------|--|
| Project No:   | LC-05-26                                   |
| Project Name: | LCPWC Certified Non-Hazardous Waste Hauler |

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

1. Trucking and hauling services

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

## Schedule V - Domestic Supply Chain Commitment Plan

|               |                                      |
|---------------|--------------------------------------|
| Project No.:  | LC-05-26                             |
| Project Name: | Certified Non-Hazardous Waste Hauler |
| 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 Tender Documents:

#### Minimum Commitment: 100%

This commitment applies to the total value of the major goods and services identified by the Township for this Tender, 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 Tender and is not scored;
2. Failure to submit this completed form may result in the Tender 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 VI - Domestic Supply Chain Commitment Plan – Compliance Declaration

To Accompany All Progress Payment Application/Invoice

### 1.Contract Information

|  |  |
|--|--|
| Project Number:                          |  |
| Project Name:                            |  |
| 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 tender 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, manufactures, 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) |
|----------------------------|--|---|-------------------|------------------------|---------------------------|
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