

**Corporation of the
Township of Southgate
185667 Grey Road 9
Dundalk, Ontario
N0C 1B0**



**Phone 1-519-923-2110
Toll Free 1-888-560-6607
Fax 1-519-923-9262
www.southgate.ca
info@southgate.ca**

Bid Response - Services

Service: 2026 Quotes for Back-Hoe and or Mini Excavator Rental

Name of Company

Address

Telephone #

Name of Person with Signing Authority

Position of Person with Signing Authority (Please print using ink or type)

Bid documents received at:

**Township of Southgate
Attn: John Watson
185667 Grey Road 9,
Dundalk, Ontario N0C 1B0**

**Township Contact/Project Liaison: John Watson
Email address: jwatson@southgate.ca**

Notice to Bidders Regarding this Document

Contractors are advised to carefully read the clauses in this document as a Contract Agreement and confirm acceptance of same with approval below:

Witness

Signature of Signing Authority

Date: _____

Instructions to Bidders - Services

Services Information

Sealed tender documents clearly marked "**1-2026 Quotes for Back-Hoe and or Mini Excavator Rental**" must be addressed to the following:

Township of Southgate

Attention: John Watson

185667 Grey Road 9,

Dundalk, Ontario N0C 1B0

Or can be sent electronically clearly marked "**1 - 2026 Quotes for Back-Hoe and or Mini Excavator Rental**" via email to **tenders@southgate.ca**

Submission deadline is: February 10, 2026 @ 12:00 pm

Scope of Services Required

The intent of this bid is to receive quotes for **2026 Quotes for Back-Hoe and or Mini Excavator Rental**

Examination of Site(s)

Each Contractor is recommended by the Township of Southgate to visit the site of the proposed work before submitting the bid documents and must be satisfied by personal examination as to the local conditions that will be present while completing the specified work. The Contractor shall determine the difficulty of the requirements to be encountered. The Contractor shall not claim that there was any misunderstanding of the terms and conditions of the contract relating to site conditions at any time after submission of their proposal.

Project Location(s)

Location: Various / Maple Grove Cemetery Dundalk Internments / Woodland Springs Cemetery Internments

Contacts

Any questions or concerns arising out of this procurement document, should be addressed to:

Name & Title: John Watson Public Works Manager Roads & Waste

Phone: (519)923-2110 ext. 250

Email Address: jwatson@southgate.ca

All questions and requests for interpretation or clarification are to be made in writing to John Watson and shall use the subject line "**1 - 2026 Quotes for Back-Hoe and or Mini Excavator Rental** "

Proposal Opening

The opening of the submissions shall commence at 1:00pm on February 10, 2026, unless the CAO or designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

The opening will be held virtually, please use the following link to access the opening:

Join Zoom Meeting

<https://zoom.us/j/99182697744?pwd=uNHabWb8aZCwGHWqrPlfbSV09FHxiV.1>

Meeting ID: 991 8269 7744

Passcode: 628092

For Services information requirements and/or site visits the contact person is:

Name & Title: Paul Stevenson Public Works Foreman & Fleet Manager
Phone: (519)923-2110 ext. 251
Email Address: pstevenson@southgate.ca

Project Timelines

The Township of Southgate approximate project timelines are as follows:

- i. Procurement Closing date: February 10, 2026
- ii. Commencement of Bid Evaluations: February 11, 2026
- iii. Recommendation to Council for Approval: February 18, 2026
- iv. Notification of Successful Contractor: February 19, 2026
- v. Start Quote Date: February 19, 2026
- vi. End Quote Date: February 19, 2027

Payment Terms:

Each bid proposal shall provide payment terms based on the bid price submitted for the service as work is completed.

General Conditions - Services

Extent

The Contractor shall be liable for all costs of doing the work including supply of operator, equipment, fuel and all materials to complete the service work. Invoice shall only include hours that equipment is operating. Hours for operators traveling and maintenance will not be compensated. Mobilization of equipment will be compensated one way.

Contractor's Responsibility

Upon notification of acceptance of the contract and before the commencement of work, the contractor must provide the Township of Southgate with a Certificate of Insurance prior to each year as per the following:

- (a) The Contractor shall be protected and indemnify and save harmless the Corporation of the Township of Southgate from any and all claims which may arise from the Contractor's operations where bodily injury, death or property damage is caused, and shall, without restricting the generality of the foregoing, maintain insurance acceptable to Southgate, subject to limits of liability of not less than \$3 million inclusive.
- (b) All liability policies shall be written in such terms as will fully protect the Contractor notwithstanding his assumption of liability and his indemnity covenants under the contract.
- (c) All liability insurance policies shall be written in the names of the Contractor and the Corporation of the Township of Southgate and shall be subject to a cross liability clause. The Contractor agrees to provide to Southgate a Certificate of Insurance in compliance with the above including a warranty that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to Southgate. Such certificate shall clearly indicate the amount deductible/applicable, if any.
- (d) Certificate of such other insurance as the owner may from time to time deem necessary.
- (e) The Contractor shall maintain such insurance and pay such assessments as to protect both the contractor and the owner from claims under the Workers' Compensation Act.

Workers' Compensation

The Contractor shall submit a Clearance Certificate every 60 days during the active working period and at completion of contract.

Protection of Property

The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's or surrounding property must be made good to the satisfaction of Southgate.

Applicable Legislation

- a) The Contractor shall comply with all applicable Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-law.
- b) Municipal Freedom of Information and Protection of Privacy Act – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.

- c) Accessibility for Ontarians with Disabilities Act, 2005 – The successful contractor must follow the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

Protection

Temporary safeguards and protection shall be provided to adequately guard against injuries to the public, particularly children and workmen, by accidents around and adjacent to the project.

Termination

If, at the discretion of the Township of Southgate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon giving the Contractor twenty-one (21) days notice to address the concerns or issues to successfully complete the project.

Upon termination of the contract, the balance of the contract price shall be forfeited.

Acceptance or Rejections

- Lowest or any Bid proposal is not necessarily accepted.
- All Bid proposals must provide pricing for each of their submissions.

Southgate reserves the right to award the services required to the contractor with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest bid received, if in Southgate's opinion, it is in the best interest of the Township.

Site and Project Progress Meetings with Contractor

The successful bidder will be required to hold project site meetings at least once every 30 days, or more frequently, if required by the Contractor or the Township's project management review team.

Proposals to Include

- a) Description of Firm - Firm's brief history with highlights of services provided.
- b) Curriculum Vitae/Expertise - An outline of qualifications and experience of the team members, including all sub-contractors to be assigned to complete any of the services. Indicate the names of all personnel, and experience that will be involved in the delivery of the service to the Township.
- c) Team Organization - The respective roles and responsibilities team members will take in the project team organization and in the development of design/tender documents, contract administration and commissioning of the project.
- d) Experience - Brief documentation on significant similar services, with client references, together with a brief description of all other services of relevance.
- e) Delivery Schedule - An outline of the approach proposed to meet the requested schedule(s) and what other resources will be made available by the proponent to meet service schedules should delays occur.
- f) Cost Control - An outline of the approach proposed to effect cost control for the Township.

Evaluation and Selection - Services

Selection Process

Proposals will be assessed based on information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an evaluation team comprised of staff members from the Township of Southgate and reserves the right to interview and facilitate presentations in order to gain additional detail outside of the proposals received.

Evaluation Criteria

Proposals will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	Evaluation Criteria	Weight Factor
1.	Qualifications and Experience of Company	10
2.	Equipment capability & reliability.	20
3.	References - Service Delivery and Scheduling	10
4.	Approach to Cost Control	10
5.	Project Cost	50
	Total	100

Note: Weight factors may be changed based on the type of procurement process, the type or items being purchased and the importance of pricing versus other evaluation criteria.

The Township reserves the right to reject any or all proposals. The Township also reserves the right to not proceed with the services proposal without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Township to enter into further discussions.

Respondents shall include in their proposal a minimum of three (3) project references demonstrating the capability and capacity to provide the services. The services required will be awarded to the respondent who, in the sole judgment of the Township,

provides the best overall value. The Township will not be obligated to select the lowest cost or any proposal.

The Township reserves the right to conduct references on the Respondents, the results of which may affect the award decision.

Proposal Specifications/Requirements - Services

1. Scope of Services and Work Required: **2026 Quotes for Back-Hoe Rental or Mini Excavator**
2. Specifics and Details of Services Expectations: Contractor must be available for emergency call outs for watermain breaks & for Cemetery Burial requirements.

Contractor Health and Safety Agreement - Services

It is our objective at the Township of Southgate, to provide all persons within our workplace, the opportunity to work in a safe environment. It is the Municipality's Policy to totally eliminate all accidents through Health and Safety Standards. All Employees, Contractors, Subcontractors, Suppliers and any other Service Providers to our projects must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

The Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on our projects:

1. Any Contractor hired by Southgate must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
2. The Contractor(s) on the project must work in conjunction with Southgate's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate. By submitting this bid, the contractor agrees that they have read, understood, and will follow The Township of Southgate's Occupational Health & Safety Policy, as well as the Harassment & Violence Policy; policies 33A & 33B respectively. These policies can be found on The Township of Southgate's website **southgate.ca**.
3. The Contractor must report and investigate all incidents, and near accidents to the Southgate's Public Works Manager, and Health and Safety representatives within 24 hours.
4. Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
5. All applicable current and environmental legislation/regulation(s) are considered a minimum requirement.
6. All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to Southgate's Project/Site Supervisor or the Township of Southgate's Occupational Health and Safety Committee.

Failure to adhere to one of the above stated requirements would jeopardize the Health and Safety of all. Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion. All accidents will be investigated to determine

the causes and corrective actions to prevent recurrence. Disciplinary Action in the form of:

Step 1 – verbal warning

Step 2 – written warning

Step 3 – notification to the Ministry of Labour re: Health and Safety Violations of the Legislation/regulation(s), and unsafe work practices.

Southgate takes pride in the commitment of our employees and contractors and will take the necessary steps to ensure Health & Safety on all projects.

Note: A WSIB Certificate must be attached.

Contractor Approval: _____ **Phone Number:** _____

Required Bidder Documents Checklist – Service

Contractor Responsibilities	Municipal Required	Contractor Submitted
Documentation:		
* WSIB Clearance Certificate (equivalent private)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Liability Insurance Certificates \$3,000,000 minimum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Health & Safety Policy Statement and Operating Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* WHMIS 2015 Training completed (Proof required by the successful bidder)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* SDS Sheets for all hazardous materials to be on work site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Traffic Plan & Control Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General Requirements:		
* Comply with all Legislation, Regulations and Codes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Enforce compliance with Municipal issues safety violations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Perform regular safety inspections of project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Employ only qualified competent workers on project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Provide competent on-site supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Provide copies of MOL reports, orders, charges related to project within 24 hours of receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Signature: _____

Dated: _____ 2026

Required Bidder Documents Checklist con't. - Projects

Safety Requirements for Workers if applicable	Municipal Required	Contractor Submitted
Protective Equipment Required:		
* Safety Glasses/Goggles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Fall Arrest/Travel Restraint	<input type="checkbox"/>	<input type="checkbox"/>
* Safety Footwear	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Hard Hat & Safety Vest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Respirator	<input type="checkbox"/>	<input type="checkbox"/>
* Lock & Tags for Lockout/Tagout	<input type="checkbox"/>	<input type="checkbox"/>
* Hearing Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Chainsaw Gloves, Visor & Chaps	<input type="checkbox"/>	<input type="checkbox"/>
* Class 2 Rubber Gloves	<input type="checkbox"/>	<input type="checkbox"/>
Required Signage and Barricades for Book 7 requirements	<input type="checkbox"/>	<input type="checkbox"/>
Other Requirements	Municipal Required	Contractor Submitted

Signature: _____

Dated: _____ 2026

Bidder Information Responses - Services

Statement of Qualifications:

Experience—Statement of Companies expertise in this Business

Names of all personnel and experience that will be involved in delivery of service

Note: Attach any brochures and company profile that would support this section.

Contractor References

Company

Contact

Phone #

Bid Proposal Pricing: 2026 Back-Hoe

Rates		Tax	Total Price
Rate/Hour			
Cemetery Rates			
Opening Graves			
Closing Graves			
Floating Rate			

Bid Proposal Pricing: 2026 Mini Excavator Maximum 8 Ton Rating

Rates		Tax	Total Price
Rate/Hour			
Cemetery Rates			
Opening Graves			
Closing Graves			
Floating Rate			

Pricing Submission - Services Equipment Rates

Bidder Checklist and Submissions Requirements-Services

Proposal Submission Inclusions:

The RFP proposal submission shall include the following documents:

1. A copy of this RFP document as provided with all signature approvals.
2. Complete the Contractor Health & Safety Agreement form.
3. Complete the Services Compliance Acknowledgements.
4. Complete the Required Bidder Documents Checklist forms.
5. Provide the Bidder Information Responses.
6. Complete the Bid Form Pricing Submission.
7. Include the Bid Deposit if applicable.
8. Complete the Bid Form Declaration; and
9. Provide any supporting documentation, materials, proposal explanations, etc. will be accepted and used as part of the selection process.

Services Contacts & Compliance

The purpose of this document is to determine a contractor's ability and intention to comply with the Township of Southgate's contractor safety requirements.

Contractor Company Name: _____

Contractor Phone: _____

Cell phone: _____

Site Supervisor: _____

Company Health & Safety Rep: _____

Bid Form Declaration - Services

This Bid Proposal is submitted by: _____

To: The Township of Southgate

1. I _____ OF _____

DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers and the seal is or are attached below has any interest in this Proposal or in the contract proposed to be taken.

2. I **FURTHER DECLARE** that this Proposal is made without any connection knowledge, comparison of figures or arrangement with any other company, firm or person making a Bid for the same service and is in all respects fair and without collusion or fraud.

3. I **FURTHER DECLARE** that no employee of the Township or elected official is or will become interested directly or indirectly as a contracting party or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived therefrom.

4. I **FURTHER DECLARE** that the several matters stated in the said Proposal are in all respects true.

5. I **FURTHER DECLARE** that I have carefully examined the Proposal, Instruction to Bidders, General Conditions, Proposal Specifications/Requirements proposed and hereby acknowledge the same to be part and parcel of any contract to be let for the service therein described or defined and do all the work and to provide the services of the requirement mentioned for the prices stated on the Bid Form Pricing Submission.

6. I **FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.

7. I **FURTHER DECLARE** that this offer is to continue to be open to acceptance until the formal awarding is made to the successful Bidder for the said service OR for a period of sixty (60) days after the closing date, whichever first occurs and that the Township may, at any time, within that period, without notice, accept this Proposal whether any other Proposal has been previously accepted.

8. I **FURTHER DECLARE** that the awarding of the service based on this Proposal by the Township shall be an acceptance of this Proposal.

9. I **FURTHER DECLARE** that in the event of default or failure on our part, that the Township shall be at liberty to advertise for new Proposals, or to carry out the works in any other way they deem best, and we also agree to pay to the said Township the difference between this Tender and any greater sum which the said Township may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Proposals; and to indemnify and save harmless the Township of Southgate and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

10. I **FURTHER DECLARE** that I have read, understood, and will follow The Township of Southgate's Occupational Health & Safety Policy, as well as the Harassment & Violence Policy; policies 33A and 33B respectively. These policies can be found on the Township of Southgate's website **southgate.ca**.

(COMPANY NAME)

(SIGNATURE)

(ADDRESS)

(PRINT NAME & TITLE)

(CITY OR TOWN)

(WITNESS OR SEAL)

(POSTAL CODE)

(DATED)