



# Renfrew

**TOWN OF RENFREW**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## **Tender 2025-13-DE Landfill Grinding – Development & Environment**

### **Section I – Information**

#### **Background**

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids for Grinding of Construction waste, Demolition waste, Wood, Asphalt Shingles, Mattress, Brush and Leaf & Yard Waste and other Waste at the Renfrew Landfill.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this tender. This offer shall be irrevocable for a period of ninety (90) calendar days following the date bids are to be received.

#### **Registration and Communications**

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:

**Ashley Robertson, Purchasing Assistant, Town of Renfrew**  
**Email:** [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

All communications must reference **Tender 2025-13-DE** in the subject line.

**Questions** related to this tender or the requirements are to be received by **12:00 p.m. on Friday, September 26, 2025**. Inquiries should be directed to:

Ashley Robertson, Purchasing Assistant, Town of Renfrew  
**Email:** [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

Registered bidders are permitted to conduct a Site visit of the Landfill (376 Bruce Street, Renfrew, ON) during regular operating hours, (8 a.m. to 4 p.m. Tuesday, Wednesday, and Thursday, 8 a.m. to 2 p.m. Friday and Saturday) however must check in with the on-site scale attendant upon arrival.

Where a bidder finds discrepancies or omissions in the tender requirements or otherwise requires any clarification, the bidder should contact the Corporation of the Town of Renfrew in writing by email as noted above. Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.



# Renfrew

**TOWN OF RENFREW**  
**127 Raglan Street South**  
**Renfrew, Ontario**  
**K7V 1P8**

Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

## **Delivery and Closing Time**

**Tenders** must be received no later than **2:00 p.m. Monday, October 6, 2025**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Tenders shall be submitted on the supplied Tender Form, in a sealed envelope and shall be clearly marked as to the contents and bidders name.
- (b) Tenders received by this time, date and at the location specified above, shall be opened and read in a virtual public opening. The virtual public reading of a tender does not imply any decision by the Corporation of the Town of Renfrew on whether a tender is or is not irregular.
- (c) All Tenders must be completed in full, in ink and be legible.
- (d) The Tender Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Tenders **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened.
- (g) Tenders transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Tender is not necessarily accepted.**
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.



# Renfrew

**TOWN OF RENFREW**  
**127 Raglan Street South**  
**Renfrew, Ontario**  
**K7V 1P8**

## **The Bidder Declares**

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.
- b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

## **Insurance**

The bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective.

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful tenderer shall provide the Corporation of the Town of Renfrew with an original Certificate of Insurance in the amount of at least two million dollars (\$2,000,000.00).
  - i. The successful Bidder shall provide proof of Commercial Liability Insurance and WSIB Clearance to meet the Tender specifications and shall ensure that WSIB Clearance is up to date for the entirety of the contract.
  - ii. The successful Bidder must be able to provide proof of Automobile Liability Insurance in the amount of at least two million dollars (\$2,000,000.00) and valid licence for all equipment and operators.
  - iii. The successful Bidder shall carry and be able to provide proof of Contractor's Environmental Liability insurance with a limit of not less than two million dollars (\$2,000,000.00) inclusive, providing coverage for, but not limited to bodily injury (including death) and property damage arising out of pollution conditions caused while working at the sites of other, sudden and gradual pollution, on-site and off-site clean-up costs and completed operations. The Town of Renfrew is to be added as an additional insured and policy shall contain a cross liability clause. If the policy is written on a



# Renfrew

**TOWN OF RENFREW**  
**127 Raglan Street South**  
**Renfrew, Ontario**  
**K7V 1P8**

claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the agreement.

(c) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew  
127 Raglan Street South, Renfrew ON, K7V 1P8

### **Damages and Responsibilities**

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

### **Freedom of Information**

All written Quotations received by the Town of Renfrew become a **public** record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the **public**, including personal information.



# Renfrew

**TOWN OF RENFREW**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## Section II – Tender Specifications

### Scope of Tender

The Town of Renfrew is requesting tenders for the 2025 Grinding Program at the Renfrew Landfill Site, located at 376 Bruce Street Renfrew, Ontario.

The grinding program includes the grinding of construction waste, demolition waste, wood, asphalt shingles, mattresses, brush, leaf & yard waste and other waste to a suitable size (between 2.0 – 6.0 inch pieces) to be used as daily cover at the Landfill.

It is requested that all bids are a lump sum, fixed price, including taxes, for the complete project, which may include, but is not limited to:

- grinding all material piles such as, but not limited to, construction waste, demolition waste, leaf and yard waste, brush, wood waste, wood-containing furniture (chairs, tables, desks, bed frames, etc.), asphalt shingles, and mattresses/box springs to a suitable size (between 2.0-6.0 inch pieces).
- associated piling/moving of ground pile under the direction of the Town or its contractors; and
- mobilization / demobilization.

The bid shall be based on the bidders satisfying themselves by personal inspection, examination, calculations, or by other means as they prefer, as to the actual conditions and requirements of the work.

Although the site attendant directs refuse to be disposed of appropriately, some contamination of the waste piles may have occurred (i.e. material not belonging in the designated waste pile). The contractor is responsible for sorting and/or removing items not suitable for grinding. The site attendants will not assist with the contract. No additional costs will be awarded to the contractor.

The grinding pile may contain material such as metal, plastics, railroad ties, etc., therefore the equipment (i.e. tub/hammer mill grinder) must be able to grind, and if required, separate, such material. A chipper grinder is typically not able to complete the required work. A list of each and every type of equipment that will engage in the operation of the Work is required to be included in the tender submission as Appendix A.

The Town is not responsible for any damage to equipment or material used by the contractor to complete the required work. No additional costs will be awarded to the



# Renfrew

**TOWN OF RENFREW**  
**127 Raglan Street South**  
**Renfrew, Ontario**  
**K7V 1P8**

contractor for any claims related to equipment including, but not limited to, replacement parts, transporting of equipment, downtime, manpower, etc.

The Landfill is equipped with a weigh scale, but the pricing will be based on the piles on the date the quotation was received.

Once the contract is awarded, no increase in the amount invoiced is permitted for any reason such as, but not limited to, fuel surcharges, additional material to be ground from the time of viewing, and equipment damage. The contractor is to specify the date in which all grinding will be completed. **The contractor must finish the work by December 20, 2025.**

From the date the contractor has commenced the grinding program, additional material brought into the Landfill will be separated and will not be required to be processed under the terms of the contract.

Work must occur while Town staff are present at the site which generally consists of:

Tuesday, Wednesday, and Thursday: 7:30 a.m. – 4:00 p.m.

Friday and Saturday: 7:30 a.m. – 3:00 p.m.

excluding all Statutory Holidays and other holidays as deemed by the Town of Renfrew including, but not limited to Monday October 13, 2025, and Tuesday November 11, 2025.

### **Inspection**

The Town reserves the right to:

- (a) Inspect all work performed by the Bidder under this Tender.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.
- (c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.

### **Materials**

Materials and equipment shall be supplied by the Contractor unless specifically stated in the Specifications.

### **Labour**

- (a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract.



# Renfrew

**TOWN OF RENFREW**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

- (b) Increases in the cost of performing the work due to wage increases of adjustments shall be borne by the Contractor without additional cost to the Town.

### **Supervision And Coordination**

- (a) The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.
- (b) The Supervisor shall be readily accessible to the Town personnel at all times.
- (c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

### **Commencement And Termination**

- (a) The Contractor shall commence work on the date stated in the Agreement as agreed upon by the Contractor and the Owner and shall continue for the period of time designated therein unless terminated in accordance with the provisions of this Contract.
- (b) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the Contractor neglecting or failing to perform the Work properly or diligently.

### **Change In the Work**

- (a) The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.
- (b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Town.

### **Miscellaneous**

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and



# Renfrew

**TOWN OF RENFREW**  
**127 Raglan Street South**  
**Renfrew, Ontario**  
**K7V 1P8**

requirements (if required) will be provided in writing to all proponents by the contact identified above., in the form of a numbered addendum.

## **Delivery and Official Closing Time of Proposals**

All submissions shall be in a sealed envelope with covering pages (*Mailing Label*) supplied by the Town of Renfrew and delivered to:

**TOWN OF RENFREW (Town Hall)**  
**Attention: Ashley Robertson**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

**Tender** submissions must be received no later than: **2:00 p.m., October 6, 2025.**

The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

## **Timeline**

The expected timeline for selection is as follows:

Task	Target Date
Tender Issued	September 5, 2025
Question Deadline	September 26, 2025
Town Published Addendum (if applicable)	October 1, 2025
Closing date for Proposal Submissions	October 6, 2025
Anticipated Award (on or about)	October 10, 2025





# Renfrew

**TOWN OF RENFREW**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## Section III – Form of Tender

### Company Information

1.	Company Name	
2.	Bidder Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone Number	
5.	Cellular Phone Number	
6.	Fax Number	
7.	Email Address	
8.	HST Account Number	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 90 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

### Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

☐ Check here if No Addenda considered.



# Renfrew

**TOWN OF RENFREW**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## Basis of Payment

### STIPULATED BID PRICE FORM

**2025 Grinding of Construction waste, Demolition waste, Wood, Asphalt Shingles, Mattresses, Brush, Leaf & Yard Waste and Other Waste at the Renfrew Landfill Site**

All Grinding is Proposed to be Completed by: \_\_\_\_\_

### CONTRACT PRICE

The *Contract Price* is:

CONTRACT PRICE \$ \_\_\_\_\_

HST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

## Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

DATED AT: \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_



# Renfrew

**TOWN OF RENFREW**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## Form of Agreement

### **2025 Grinding of Construction Waste, Demolition Waste, Wood, Shingles, Mattresses, Brush, Leaf & Yard Waste and Other Waste at the Renfrew Landfill Site Form of Agreement**

This agreement is made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

BETWEEN: \_\_\_\_\_

Hereinafter referred to as the 'CONTRACTOR', and THE CORPORATION OF THE TOWN OF RENFREW, Hereinafter referred to as the 'TOWN'.

WHEREAS the Town wishes to have the CONTRACTOR grind the pile (grinding material such as, but not limited to, construction waste, demolition waste, leaf and yard waste, brush, wood waste, wood-containing furniture (chairs, couches, tables, desks, bed frames, etc.), at the Renfrew Landfill to a suitable size (between 2.0 – 6.0 inch pieces) to be used as daily cover.

NOW THEREFORE the parties agree as follows:

1. The TOWN has accepted the CONTRACTOR'S bid of \_\_\_\_\_ incl. taxes. As per the request for proposal, no increase in the amount invoiced is permitted after the awarding of the contract.
2. The CONTRACTOR shall grind the material using the listed equipment in Appendix "A" and shall supply the equipment required to load process and stockpile feed and final grinding product.
3. From the date the contractor has commenced grinding, additional construction, demolition, brush, wood, shingles, leaf and yard waste and other waste brought into the Renfrew Landfill Site will be separated and will not be required to be processed under the terms of the contract.
4. An estimated tonnage of ground material must be provided by the CONTRACTOR to the TOWN upon completion. This quantity is required for the annual Renfrew Landfill Site Monitoring Report.
5. An invoice for the accepted contract amount can be sent to the TOWN once all required work is complete as deemed by the TOWN.
6. All grinding included in the contract must be completed no later than December 20, 2025.
7. If, at any time, the CONTRACTOR is prevented from performing any obligation under this Agreement by reason of strike, lockout, riot, fire, hurricane, flood, invasion, explosion, act of God, war, legal acts of the public authorities, or any other cause beyond the CONTRACTOR'S control, then the CONTRACTOR shall



# Renfrew

**TOWN OF RENFREW**  
**127 Raglan Street South**  
**Renfrew, Ontario**  
**K7V 1P8**

not be required to perform such obligation during such time. The CONTRACTOR will exercise its best attempt to overcome the cause of prevention as expeditiously as possible.

8. The TOWN shall indemnify and hold harmless, the CONTRACTOR, its directors, officers, shareholders, agents, and employees from all claim demands for loss, damage, or injury to property or persons, including loss of life, caused by, or resulting from, any works under this Agreement, or the installation, maintenance, or operation thereof, except to the extent that such loss, damage, or injury is caused or contributed to by the negligence of the CONTRACTOR or any of its officers, servants, or agents.
9. Under no circumstances will the CONTRACTOR be liable to the TOWN for any loss of profit, indirect, special, or consequential damages.
10. The CONTRACTOR shall indemnify and hold harmless, the TOWN from all claims or demands for loss, damage, or injury to property or persons, including loss of life, caused by, or resulting from, the negligence of the CONTRACTOR or any of its officers, servants, or agents.
11. Proof of appropriate insurance, certificates, and WSIB clearance shall be provided the TOWN **prior to** commencement of the work.
12. The RFT documents shall be included as part of the contract.

IN WITNESS WHEREOF the TOWN and the CONTRACTOR has caused this Agreement to be executed by the signatures below.

\_\_\_\_\_  
Town of Renfrew

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Town of Renfrew

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:



**Renfrew**

**TOWN OF RENFREW  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8**

## **Appendix A – List of Equipment**

Provide a list of each and every type of equipment that you will engage in the operation of the Work, including the name, capacity, and date of manufacture, as well as back-up equipment and stipulate the type of material it will be used to grind.


**Tender 2025-13-DE – Landfill Grinding – Town of Renfrew**

**From:**

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**Contact:**

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**Telephone:**

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**Deliver to:**

**The Town of Renfrew  
127 Raglan Street South  
Renfrew, ON K7V 1P8  
Attention: Ashley Robertson, Purchasing Assistant**

**Tender Number:**

**Closing Date and Time:**

**Description:**