



Renfrew

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

Tender 2026-17-DE **Grinding of Stockpiled Landfill Material at the Renfrew Landfill**

Section I – Information

Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids for the annual grinding of stockpiled construction waste, demolition waste, wood, asphalt shingles, mattresses, furniture, brush and leaf & yard waste, and other waste at the Renfrew Landfill, located at 376 Bruce Street, Renfrew, Ontario.

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: purchasing@renfrew.ca

All communications must reference **Tender 2026-17-DE** in the subject line.

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.

Questions related to this tender or the requirements are to be received by **12:00 p.m. on Friday, September 18, 2026**. Inquiries should be directed to the Municipal Contact listed.

Municipal Contact: Ashley Robertson, Purchasing Assistant, Town of Renfrew

Email: purchasing@renfrew.ca

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



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reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.

The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.

Delivery and Closing Time

All submissions shall be received in a sealed envelope and shall be clearly marked as to the contents and bidders name (an envelope label is included in this Tender package). Submissions shall be delivered to:

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

Tenders must be received no later than **2:00 p.m. Tuesday, September 29, 2026**. 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 (an envelope label is included in this Tender package).
- (b) Tenders received by this time, date and at the location specified above, shall be opened immediately following the submission deadline, and read in a public opening held at Renfrew Town Hall. The 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) Requests for withdrawal of a Tender shall be allowed if the request is made prior to the closing date and time. Requests shall be directed to the Municipal Contact and be delivered in hard copy or by email, by an Authorized Agent of the company, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a Tender does not disqualify a Bidder from submitting another Tender on the same RFT.

General

Right to Accept or Reject Bids

Notwithstanding any other provision in this Request for Tender, The Town of Renfrew reserves the right in its sole, absolute and unfettered discretion to:

- a. request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate such response to that request for clarification into the bid;
- b. reject a Tender bid on the basis of:
 - i) a financial analysis;
 - ii) information provided by references;
 - iii) the Bidder's past performance on previous contracts awarded by the Town of Renfrew;
 - iv) the information provided by a Bidder pursuant to the Town of Renfrew exercising its clarification rights under this Tender process; or
 - v) Any other information deemed relevant by the Town of Renfrew that arises during the Tender process;
- c. verify with any Bidder or with a third party any information set out in a tender;
- d. check references other than those provided the Bidder;
- e. disqualify any Bidder whose tender contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- f. disqualify any Bidder who has engaged in conduct prohibited by this Tender process;
- g. not to accept a submission from any person or corporation which includes all related corporations who, or which, has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed general contractor or sub-contractor or vendor within the submitted Tender bid.



- h. make changes, including substantial changes, to this Request for Tender provided that those changes are issued by way of addenda in the manner set out in this Tender;
- i. select a Bidder other than the Bidder whose tender reflects the lowest cost to the Town of Renfrew;
- j. cancel this Tender process at any stage;
- k. cancel this Tender process at any stage and issue a new Tender call or RFP for the same or similar deliverables;
- l. accept or reject any or all tenders in whole or in part;
- m. accept any irregular or non-compliant tender, whether such irregularity or non-compliance is substantial or otherwise;
- n. discuss with any Bidder different or additional terms to those contemplated in this tender call; or
- o. if a single tender is received, reject the tender of the sole Bidder and cancel this Request for Tender or enter into direct negotiations with the sole Bidder.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances. The Bidders acknowledge that the Town of Renfrew may rely upon the criteria it deems relevant, even though such criteria may not have been disclosed to the Bidders. By submitting a Tender, the Bidder acknowledges the Town of Renfrew's rights under this Section and absolutely waives any right or cause of action against the Town of Renfrew or its agents arising in any way from or relating to this Tender process, whether such right arises at law, equity, in contract, negligence or otherwise.

Acceptance of the Tender shall occur at the time the Town awards the Tender and not necessarily at the time the award is communicated to the successful Bidder.

Examination of Premises

Registered bidders are permitted to conduct a Site visit of the Landfill (376 Bruce Street, Renfrew, ON) during regular operating hours, (8:30 a.m. to 4 p.m. Tuesday, Wednesday, and Thursday, 8:30 a.m. to 2 p.m. Friday and Saturday) however must check in with the on-site scale attendant upon arrival. Landfill Staff will not be able to assist bidders in any way or answer any questions during a Site visit.

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.



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- 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 successful Bidder (also referred to as the “Contractor”) 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 Bidder 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 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



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Irrevocable

Tender submissions are irrevocable for 90 calendar days from date of Tender closing. All Tenders shall be and remain irrevocable unless withdrawn prior to the designated closing time.

Damages and Responsibilities

The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.

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.

Failure or Unsatisfactory Performance

The Town reserves the right to remove from eligibility to submit bids for an indeterminate period, the name of any Bidder for failure to accept a contract with the Town, or the name of any Bidder for unsatisfactory performance of a contract with the Town.

Town Not Employer

The Bidder agrees that the Corporation of the Town of Renfrew is not to be understood as the employer to any successful Bidder nor to such Bidder's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Tender document. It is understood that the successful Bidder will act as an independent contractor. Also, in accordance the Occupational Health and Safety Act, the successful Bidder herewith agrees to be the "constructor" as defined under this act.

Accessibility of Ontarians with Disabilities Act (AODA)

The Accessibility of Ontarians with Disabilities Act, 2005 (AODA), is a law passed by the Ontario legislature that allows the government to develop specific standards of accessibility and to enforce them. The standards are made into laws called regulations, and they provide the details to help meet the goal of the AODA, which is a fully accessible Ontario by 2025. The AODA is the foundation on which the subsequent accessibility standards are built. These standards include the Accessible Customer Service Standard, Ontario Regulation 429/07; the Integrated Accessibility Standards (encompassing Information and Communications, Employment and Transportation), Ontario Regulation 191/11; and finally, the Built Environment Standard, which is not yet law.

In 2007, the Ontario Government adopted the AODA Standard, Ontario Regulation 429/07, respecting Accessibility Standards for Customer Service. All public sector organizations in Ontario, including the Town of Renfrew, must comply with this regulation by January 1, 2010. The Accessibility Standard for Customer Service also



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applies to third parties that provide goods and services to members of the public on behalf of a public sector organization.

It is the successful Bidder's responsibility to ensure that it is fully aware of, and meets all requirements under the AODA and associated regulations.

Further information on compliance can be found at the Ministry of Communication and Social Services website:

<http://www.mcscs.gov.on.ca/mcss/english/pillars/accessibilityOntario/accesson/compliance> .

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**.



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Section II – Tender Specifications

Scope of Work

The Town of Renfrew is requesting tenders for the 2026 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, furniture, 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.), soft furniture (couches, arm chairs, reclining chairs) asphalt shingles, and mattresses/box springs to a suitable size (between 2.0 - 6.0 inch pieces).
- associated piling/moving of the ground pile within the grinding zone 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, concrete, rocks, etc., therefore the equipment must be able to grind, or if required, separate, such material. The Bidder shall utilize the appropriate equipment to complete the 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



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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 19, 2026.**

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 12, 2026, and Wednesday November 11, 2026.

General Provisions

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



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and perform the duties required in the Contract.

- (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 identified prior to the start of the work and readily accessible to the Town personnel at all times during the work.
- (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 Town 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.

Subcontractors

The Contractor shall not engage any subcontractor to perform services under this scope of work without first providing the Town with the subcontractor's name, scope of work, and any other information reasonably requested by the Town.



The Town shall have the right to review and approve or reject any proposed subcontractor. Any rejection must be based on reasonable grounds, including but not limited to concerns regarding the subcontractor's qualifications, experience, financial stability, regulatory compliance, safety record, conflicts of interest, past performance, insurance coverage, or ability to perform the required services in accordance with this scope of work.

If the Town rejects a proposed subcontractor, the Town shall provide the Contractor with written notice setting out the reasons for the rejection. The Contractor shall promptly propose an alternative subcontractor for the Town's review and approval.

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.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above, in the form of a numbered addendum.

Timeline

The expected timeline for selection is as follows:

Task	Target Date
Tender Issued	September 4, 2026
Question Deadline	September 18, 2026
Town Published Addendum (if applicable)	September 23, 2026
Closing date for Tender Submissions	September 29, 2026
Anticipated Award (on or about)	October 6, 2026
Work to be completed by	December 19, 2026



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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.	Email Address	
7.	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.



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Basis of Payment

STIPULATED BID PRICE FORM

2026 Grinding of Stockpiled Material at the Renfrew Landfill

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 Tender 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__



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Form of Agreement

2026 Grinding of Stockpiled Material at the Renfrew Landfill (Tender 2026-17-DE)

This agreement is made in duplicate this ____ day of _____, 2026.

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 stockpiled material, such as, but not limited to, construction waste, demolition waste, leaf and yard waste, brush, wood waste, furniture (chairs, couches, tables, desks, bed frames, etc.), and mattresses/box springs at the Renfrew Landfill to a suitable size (between 2.0 – 6.0 inch pieces).

NOW THEREFORE the parties agree as follows:

1. The TOWN has accepted the CONTRACTOR'S bid of \$_____incl. taxes. As per the Request for Tender, 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 invoice for the accepted contract amount can be sent to the TOWN once all required work is complete as deemed by the TOWN.
5. All grinding included in the contract must be completed no later than December 19, 2026.
6. 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



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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.

7. Under no circumstances will the CONTRACTOR be liable to the TOWN for any loss of profit, indirect, special, or consequential damages.
8. The CONTRACTOR shall defend, indemnify and save harmless the TOWN its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the CONTRACTOR, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the CONTRACTOR in accordance with this Contract and shall survive this Contract.
9. Proof of appropriate insurance, certificates, and WSIB clearance shall be provided the TOWN **prior to** commencement of the work. The CONTRACTOR agrees to defend, indemnify and save harmless the TOWN from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the CONTRACTOR'S status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the CONTRACTOR in accordance with this Contract, and shall survive this Contract.
10. 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

Name: _____ Title: _____

Signature: _____ Date: _____

I have the authority to bind the Corporation



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Town of Renfrew

Name: _____

Title: _____

Signature: _____

Date: _____

I have the authority to bind the Corporation

Contractor

Name: _____

Title: _____

Signature: _____

Date: _____

I have the authority to bind the Corporation



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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.

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From: _____

Contact: _____

Telephone: _____

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: _____