



## **Request for Proposals for Replacement of the Landfill Weigh Scale RFP 2026-02-DE**

### **Section I – Proposal Information**

#### **Background**

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking proposals and solutions from qualified contractors for replacing the weigh scale the Town of Renfrew Landfill located at 376 Bruce Street, Renfrew, ON including the supply, delivery, installation, and calibration of the weigh scales.

The Town of Renfrew, situated along the Bonnechere River in the heart of the Ottawa Valley, both embraces its rich history, and is committed to progress. Less than an hour from the amenities of the Nation’s Capital, the Town offers exceptional educational opportunities, affordable residential prices and a low crime rate coupled with a strong agriculture tradition and presence to satisfy every interest and provide personal growth opportunities for all.

#### **Registration and Communications**

##### **1. Registration as a Bidder**

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](mailto:purchasing@renfrew.ca)

All communications must reference **RFP 2026-02-DE** in the subject line.

##### **2. Proposal Documents, Drawings, Addenda & Appendix**

The bidder shall verify that these proposal documents are complete and assume responsibility to view/download/print the Proposal Requirements, addenda and any related information not included with this document. The bidder is required to go to the Town’s website where under the description of this proposal you will find links to the Proposal Requirements, addenda and any related information not included with this document.

The Town will issue any changes/additions/deletions to the proposal or terms and conditions. Any and all addenda issued by the Town shall form an integral part of the



document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by bidders. The Town will assume no responsibility for oral instruction or suggestion.

Any and all addenda issues prior to the closing date will be posted on the Town's website and [www.biddingo.com](http://www.biddingo.com) for downloading by bidders. It is the bidder's sole responsibility to download and review all Addenda, and acknowledge that Addenda were downloaded, and that the pricing quoted includes the provision set out in such Addenda.

Each Bidder must satisfy themselves, by their own study of the proposal documents and related information, as to the practicality of completing the work successfully as described. There will be no consideration of any claim after submission of proposals that there is a misunderstanding with respect to the conditions imposed in the Agreement.

### **3. Communications**

**Questions** related to this proposal, specifications or the intent of the proposed work and requirements are to be directed to the Municipal Contact listed by **2:00 pm Thursday February 12th, 2026**.

All communications must reference **RFP 2026-02-DE** in the subject line.

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

Where a Bidder finds discrepancies or omissions in the proposal requirements, or other proposal documents or instructions, or otherwise requires any clarification, the Bidder should contact the Town in writing by email as noted above. Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the proposal documents.

Where the Town deems that an explanation or interpretation is necessary or desirable, an addendum may be issued. It is the bidder's sole responsibility to check for addenda issues and download same. Acknowledgement of Addenda on the Form of Proposal is a mandatory requirement. Failure to acknowledge addenda will result in your proposal being deemed non-compliant and not eligible for award.

### **4. Retrieval of Official Documentation**

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



the Town's website 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.

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

All submittals shall be in sealed envelopes with covering pages supplied by the Town with 1 original, 1 additional copy, and delivered to:

**Renfrew Town Hall**  
127 Raglan Street South  
Renfrew, ON K7V 1P8

Proposals must be received no later than **2:00 pm on Tuesday February 24th, 2026**. The time clock in the main counter service area at 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.

Proposals shall be officially opened after closing time by the opening committee. No prices are to be read out, however, only once the award is made and approved by Council, the report recommending such award shall be a matter of public record, unless otherwise determined by Council.

A proponent may request that their proposal be withdrawn. Withdrawal shall only be allowed if the Proponent makes the request in writing through a letter signed by a company office and is delivered in hard copy or electronically to the Purchasing Assistant before the proposal closing time.

**Fax and email proposal submissions shall not be accepted.**

## **6. Site Visit**

Bidders wishing to view the proposed work location must contact the Municipal Contact Person 24 hours in advance of their preferred viewing time. Site visits are encouraged and can only be arranged during the Landfill's operating hours. **Bidders must check in at the Landfill Scale House for the pre-arranged viewing time.** Landfill staff are not able to answer any questions related to this opportunity.

Questions arising from site visit shall be provided in written form to the Municipal Contact listed.

## **7. Form of Proposal & Detailed Work Plan**

The Form of Proposal & Detailed Work Plan submission (RFP Section III - Form of Proposal) shall contain the following information. Attachments **shall not exceed 10 pages**



(excluding the Form of Proposal) in length and shall include:

- A Detailed Work Plan fully describing the main tasks to be undertaken to execute all aspects of work consistent with the RFP and Scope of Work.
- A detailed project schedule outlining the time requirements and date of completion of the project's main tasks, and activities as defined by the detailed work plan in order to complete works by the specified completion date.
- Design Drawing of the proposed scale and location of accessories in relation to existing features such as the foundation, approaches, and scale house shall be provided with the bid.
- The Bidder's quality assurance plan.

Company/product brochures may also be appended at the Bidder's discretion.

### **Upset Cost Estimate**

The Upset Cost Estimate shall be broken down according to the tasks of the work plan and shall include all fees and disbursements required for completing the work plan assignments. Prices shall not include contingencies or HST as applicable.

Disbursements, such as telephone, facsimile, printing, courier, travel, meals, etc. are considered to be included in the Upset Cost Estimate. Computer and office charges are considered part of the overhead and shall not be invoiced as disbursements other than in exceptional circumstances.

#### **8.1 Financial Proposal**

Financial Proposals are to be submitted as part of the proposal. The bidder is to provide a total upset limit price, inclusive of all labour and material fees, disbursements, and taxes, to complete the assignment in accordance with the requirements detailed herein and in the Bidder's proposal. The project costs are to be related to the Level of Effort.

In order to allocate the score for the Financial Proposal, points shall be awarded for the Financial portion of the evaluation based on the following:

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (40). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

Lowest Bid x (maximum points for financial) = points  
Proposed Bid



For example: if the lowest bid is \$40,000 and 2nd low bid is \$50,000 their respective scoring would be as follows:

- a) The proponent with the low bid of \$40,000 would be awarded 40 points.
- b) The proponent with the 2nd low fee of \$50,000 would be awarded points as follows:

$$\begin{array}{rcl} \$40,000 & \times 40 & = 32 \text{ points} \\ \$50,000 & & \end{array}$$

## 8.2 Proposal Evaluation

The contents of the proposal should address the evaluation criteria outlined below and will be scored in relation to the points that are stipulated.

Only the proposals deemed acceptable by the Project Authority will be considered for advancement. The decision will be based on evaluation criteria items outlined below.

Detailed Work Plan Evaluation	Point Allocation
Financial Proposal	40
Compliance to Specification	30
Related Experience and References	10
Installation Schedule and Commissioning Date	10
Options and Accessories	10
<b>Total</b>	<b>100</b>

## 9 Proponent Selection Timeline

The expected timeline for Proponent Selection is as follows:

Task	Target Date
Request for Proposal Issued:	February 2, 2026
Question Deadline:	February 12, 2026
Town Published Addendum (if applicable):	February 18, 2026
Closing date for Proposal Submissions:	February 24, 2026
Approval at Town Council:	March 10, 2026
Anticipated Award (on or about):	March 27, 2026
Installed and Commissioned by:	July 4, 2026



## 10 Evaluation Team

The Town's Evaluation Team will consist of representatives of the Town, including the Acting Director of Development and Environment, and Manager of Environmental Services.

## 11 Bidders to Investigate

Firms submitting a proposal shall understand and acknowledge that while this Request for Proposal outlines the scope of work and specific requirements, the Bidder shall satisfy themselves by such a means as they prefer, as to the extent of work required to complete the assignment.

## 12 Fee Holdback

A payment schedule will be negotiated.

## 13 Agreement

Prior to commencing work on the project, a Purchase Order may be issued, and the Town's Request for Proposal Information Package and the Bidder's submitted Proposal will form the basis of an Agreement.

## 14 Town's Purchasing Policies

The Town's Purchasing Policies and Procedures By-Law forms an integral part of this proposal document. The Policy and Procedures apply to this proposal process.

## 15 Insurance

- 15.1 The Bidder shall ensure that all insurance coverage including all provisions relating to insurance coverage set out in this section are in place prior to the commencement of services pursuant to this Agreement.
- 15.2 During the Term of this Agreement, and any renewal or extension thereof, the Bidder will, at its expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:
  - i. a contract of **General Liability Insurance** for its operations, with limits of not less than Five Million (\$5,000,000) Dollars, exclusive of interest or costs per occurrence, including coverages for defense and claimants' costs, and coverages for:
    - personal injury including death;



- property damage or loss (direct or indirect and including loss of use thereof);
- broad form property damage;
- contractual liability;
- non-owned automobile liability;
- products – completed operations;
- contingent employers liability;
- cross liability;
- severability of interest; and
- blanket contractual liability.

The policy of insurance shall name the Town of Renfrew and the Province of Ontario as an additional insured with respect to its interest in the operations of the Bidder; shall provide that the policy shall be non-contributing with, and apply only as primary and not as excess to any other insurance available to the Town; and shall also provide that neither the Bidder nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the Town thirty days prior written notice.

- ii. a policy of **Motor Vehicle Liability Insurance** of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Bidder, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Five Million (\$5,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated with coverage of not less than Five Million (\$5,000,000) exclusive of interest or costs per occurrence; and

15.3 Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Bidder. The Bidder shall be responsible to pay all deductible amounts.

15.4 No policy shall contain any provision which would contravene the obligations of the Bidder hereunder or otherwise be to the detriment of the Town.

15.5 The Bidder shall provide or cause to be provided to the Town, within seven (7) days of award of Contract, a certificate from its insurer which shows that the policy or policies placed and maintained by it complies with the requirements of this agreement. No review or approval of any such insurance certificate by the Town's rights or the Bidder's obligation contained in this Agreement.



- 15.6 If at any time the Town is of the opinion that the insurance taken out by the Bidder is inadequate in any respect, it shall forthwith advise the Bidder of the reasons therefore and the Bidder shall forthwith take out additional insurance, if available, satisfactory to the Town.
- 15.7 The taking out of insurance shall not relieve the Bidder of any of its obligations under this agreement or limit its liability hereunder.
- 15.8 All policies of insurance shall be:
  - 15.8.1 written with an insurer licensed to do business in Ontario;
  - 15.8.2 in form and content acceptable to the Town acting reasonably;
  - 15.8.3 be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Town; and
  - 15.8.4 contain an undertaking by the insurers to notify the Town in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.
- 15.9 Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Town, forfeiture of the Contract.

## **16 Health & Safety and WSIB**

The successful Proponent is required to conform with the *Occupational Health and Safety Act* related to the performance of the contract. In addition, the successful Proponent will be required to supply to the Town a valid verifying Independent Operator's Status. A new clearance certificate is required every sixty (60) days.

## **17 Irrevocable**

Proposals are irrevocable for 90 calendar days from date of Proposal closing. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.

## **18 Legible**

All proposals must be legible and written in ink or typewritten. Corporate seals are requested but are not mandatory.

## **19 Right to Reject or Not Open**

The Town reserves the right to reject any or all proposals, and the lowest or highest as



the case may be will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal.

Should the Town receive only one (1) qualified and duly executed bid submission on commodities/services that have known multiple source potential, the right is reserved to recall the competition.

The Town reserves the right **not** to open a bid call should the Town deem, in its opinion, to have received an inadequate number of bid responses to the bid call and further the right is reserved to cancel and recall the competition. Unopened bids will be returned to all vendors who responded.

The Town reserves the right not to accept a proposal 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 proposal.

## **20 No Claim for Compensation**

Except as expressly and specifically permitted in these Instructions to Proponents, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

The Town assumes no responsibility or liability for costs incurred by the Bidder's prior to the entering into of a written contract.

## **21 Subject to Budget Provision**

Should qualified bid submissions exceed the Town budget provision for this project the Town reserves the right to reject or recall the proposal.

## **22 Adjustments Prior to Closing**

Adjustments to submitted proposals by telephone, fax, or email shall not be considered. A bidder wishing to make adjustments to a submitted proposal must supersede it with a later proposal and received on or before the closing time.

## **23 Proposal Advertising**

Proposal advertising is made available through the following: the Town's website [www.renfrew.ca](http://www.renfrew.ca) and [www.biddingo.com](http://www.biddingo.com).



## **24 Intellectual and Proprietary Rights**

Upon award, all trade secrets, copyright patents and other intellectual and proprietary rights are and remain the property of the Town. Also, all artwork and print production devices will become the property of the Town.

## **25 Additional Content**

Sketches or rendering illustrating the content of the design shall be supplied as part of the proposal.

## **26 Conflict of Interest**

The Town reserves the right to disqualify a Proposal where the Town believes a conflict of interest or potential conflict of interest exists in regard to the Bidder and the intended project.

The successful Bidder shall work solely and exclusively in the interests of the Town at all times to ensure that the project is successfully completed. The Bidder must identify current claims, potential claims, or disputes against the Town, if any, that the firm is involved with. The Bidder must identify current developer and development interest that the firm has in the service area, if any. This information and any conditions attached to the Proposal will be considered in the Town evaluation.

Any member of the Council shall claim pecuniary interest if he/she is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.

No person, firm or corporation other than the bidder has any interest in this Proposal or in the proposed contract for which this Proposal is made and to which it relates.

This Proposal is made by the bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Proposal for the same work and is in all respects fair and without collusion or fraud.

No officer or employee of the Town is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.



## **27 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.

## **28 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

Please note that the Municipal Freedom of Information and Protection of Privacy Act, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding the disclosure to third parties of information held by municipalities and local boards.

## **29 Public Opening**

The Request for Proposals will be opened by the Evaluation Team at a public opening to be held at The Renfrew Town Hall, on **February 24th, 2026, at 2:00 pm**, following the closing of the Proposal call.

**Please note that the opening will acknowledge receipt of submitted proposals only. Prices and detailed information will not be released.**

**The Town of Renfrew will endeavor to administer the proposal process in accordance with the terms and dates outlined; however, it reserves the right to modify the activities, timeline, or any other aspect of the process at any time, as deemed necessary.**

## **30 Town Not Employer**

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

## **31 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 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.mcss.gov.on.ca/mcss/english/pillars/accessibilityOntario/accesson/compliance>



## Section II – Proposal Specifications

### Scope of Work

The scope of work of the Request for Proposal must include the following:

- Removal and off-site disposal of existing 40ft x 10ft (approximate size) concrete deck scale.
- Supply, deliver, and install a new minimum size 40ft x 10ft weight scale utilizing the existing foundation and approach ramps. Bidder may propose options to lift, modify or replace the existing foundation and ramps if necessary.
- Weight scale deck shall be a minimum thickness of 3/8" checkered steel deck.
- Weight scales must have Measurement Canada certification and installed/calibrated by an accredited installer.
- Electronic load cells shall have a 150% safe working overload capacity. Load cells shall include plating for protection against corrosion. Load cells shall be easily accessible to allow for future replacement.
- Contractor will be responsible for excavating and trenching if required.
- Lightning and surge protection shall be provided. Contractor will be responsible for all costs permits associated with electrical connections from the scale into the existing electrical panel located in the Scale House.
- All electrical shall be installed within a conduit.
- Welded factory installed guide rails must be provided on each side of the deck and must be a minimum of 8" high, Guide rails shall also be mounted to the concrete ramps.
- Metal stairs with a handrail shall be provided to allow exit from the scale deck on the side nearest the scale house. The existing metal stairs may not be re-used.
- The existing catwalk on the side opposite the scale house may be re-used provided that the height of the new scale does not considerably alter the safety and functionality of the catwalk. A new catwalk shall be provided by the Bidder if the proposal does not permit the re-use of the existing catwalk.
- Scale must have a fully electronic digital weight indicator installed inside the scale house that is compatible with the existing computerized scale software (custom



software from J.F. Custom Software and Scales). The existing scale indicator may be used if compatible.

- Proprietary parts and components are not preferred to allow the Town flexibility of choice for service and replacement part. Any proposed proprietary parts must be disclosed in the bid and will be scored accordingly.
- All sub-contractors shall be disclosed in the bid.
- A design drawing of the proposed scale and location of accessories in relation to existing features such as the foundation, approaches, and scale house shall be provided with the bid.
- The successful supplier shall provide a shop drawing of the scale and accessories in relation to the existing foundation, approaches, and scale house a minimum of 7 days prior to installation.

## Accessories

- Red/Green LED traffic control lights shall be installed on mounted poles at a height of 7-8 feet at each end of the scale controlled by buttons or switches installed inside the scale house
- Intercom System consisting of outdoor speaker/microphone on mounted poles at a height of 7-8 feet strategically located at each end of the scale in the location which would line up with the Driver's window of commercial waste trucks and interior speaker/microphone installed in the scale house, which would permit 2-way communication between the scale operator and Drivers while on the scale.

## Installation Schedule and Commissioned Date

The bidder may propose a commissioning date beyond the expected commissioning date noted above but will be deducted 1 point for every week past timeline dates. An installation schedule that minimizes downtime and operational impact to the Landfill will receive a more favorable score. The Renfrew Landfill's operational hours can be found on the Town of Renfrew's website at: <https://www.renfrew.ca/resident-services/environment/landfill>.

**Under no circumstances** may the scale be out of service between May 1, 2026, and May 10, 2026.

## Warranty

Warranty shall be the following (minimum):

- All parts and labour: 1 year



- Weighbridge (structure): 10 year
- Load cells: 5 years
- Electronic parts: 1 year
- Surge and lighting protection: 5 years

Bidder may propose additional optional accessories with pricing as provisional items which will not affect the financial score.

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



## Section III - Form of Proposal

### Bidder's Information

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

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 Proposal documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the Proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the Proposals are opened for a period of 90 calendar 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.



## Financial Proposal

The Bidder offers to provide the services detailed within the Proposal package and identified tasks, and as further detailed in the Bidder's proposal, to the acceptance of the Town for the following breakdown of items for the following total Upset Cost Limit.

### Cost Estimate Breakdown (excludes HST)

Description:	Cost:
Removal & Disposal of existing Scale:	\$
Supply & Delivery of new Scale:	\$
Installation:	\$
Specified Accessories:	\$
Commissioning & Calibration:	\$
Other:	\$

### Overall Project Quotation

Description:	Cost:
Sub-Total:	\$
HST:	\$
<b>Total: (including HST)</b>	\$

### Optional Accessories (Provisional).

List items separately, including HST:	\$
	\$
	\$

## 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\_\_\_\_\_



## **Basis of Payment**

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.

## **Method of Payment:**

Payments shall be made upon scope completion, receipt of an itemized invoice sent in by the Successful Bidder to the Treasury Department and acceptance by the Project Manager. The invoice should include a breakdown of separate line items with descriptions, the subtotal, HST and total amount due. Additional back-up documentation shall also be provided where sub-contracted works form part of the overall work.



## Supplier Proposal Specifications

	<b>Specification</b>	<b>Supplier Proposal</b>
1	<b><u>Year, Make &amp; Model</u></b> Specify the year make and model:	Year: Make: Model:
2	<b><u>Capacities</u></b> Specify scale gross capacity. Specify concentrated load capacity.	Gross capacity: Load capacity:
3	<b><u>Length</u></b> Specify module length Specify total deck length	Module Length: Total Length:
4	<b><u>Width</u></b> Specify deck width	Width:
5	<b><u>Deck</u></b> Specify deck material Specify slab thickness Specify number of weighbridge modules	Deck Material: Thickness: Modules:
6	<b><u>Foundation</u></b> Specify foundation/ approaches modifications/replacements if any	<input type="checkbox"/> No modifications <input type="checkbox"/> Modifications, Please describe modifications and rationale:
7	<b><u>Paint/Finish</u></b>	Specify:



8	<b><u>Load Cells</u></b>  Specify number of load cells	Load Cells:  
9	<b><u>Guide rails</u></b>  Specify if guide rails will be installed	Guide rails (y/n):  Height:  Colour:
10	<b><u>Catwalk</u></b>	<input type="checkbox"/> New Catwalk <input type="checkbox"/> Re-use existing
11	<b><u>Weight Indicator</u></b>	<input type="checkbox"/> New Indicator <input type="checkbox"/> Re-use existing
12	<b><u>Parts and Components</u></b>  Specify if proprietary parts and Components are to be used	<input type="checkbox"/> No proprietary parts <input type="checkbox"/> Proprietary parts, specify parts:
13	<b><u>Accessories</u></b>  Traffic lights:   Intercom:	Type:  Size:  Control type:  Type:
14	<b><u>Optional Proposed Accessories</u></b>	Describe:



15	<b><u>Calibration</u></b> Measurement Canada Certified	Y/N:
16	<b><u>Supplier Service Location</u></b> Specify service location	Location:
17	<b><u>Warranty</u></b>  Warranty for all parts and labour  Warranty for weighbridge (structure)  Warranty for load cell  Electronic components & connections  Surge & lightning protections	Specify:  Specify:  Specify:  Specify:  Specify:
18	<b><u>Proposed Installation Schedule</u></b>	Specify:
19	<b><u>Commission Date</u></b> Specify commission date	Specify:



**Renfrew**  
Bridging Charm and Convenience

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

## Sub-contractors

Sub-Contractor Name	Sub-contracted function



## Related Experience and References

Provide related experience and 3 references for similar projects completed in municipal/institutional/waste settings within the past 5 years.

Year	Scale Description (size)	Location and owner contract information	Value



## Attachments

Attachments **shall not exceed 10 pages** (excluding the Form of Proposal) in length and shall include:

- A Detailed Work Plan fully describing the main tasks to be undertaken to execute all aspects of work consistent with the RFP and Scope of Work.
- A detailed project schedule outlining the time requirements and date of completion of the project's main tasks, and activities as defined by the detailed work plan in order to complete works by the specified completion date.
- Design Drawing of the proposed scale and location of accessories in relation to existing features such as the foundation, approaches, and scale house shall be provided with the bid.
- The Bidder's quality assurance plan.

Company/product brochures may also be appended at the Bidder's discretion.

**RFP 2026-02-DE – Request for Proposals for Replacement of the Landfill Weigh Scale**

**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:**