



PUBLIC WORKS DEPARTMENT

**PW-2026-11
Loader Rental**

FORM OF QUOTATION

Submission Date: October 1, 2026 @ 1:00pm

**Submission Location: 2473 Russett Drive, Arnprior, ON K7S 3G8 or
via email to rfrew@mcnabbraeside.com**

FORM OF QUOTATION**FT-1 PROPONENT/BIDDER INFORMATION**

All fields must be completed by the Proponent

Company Name: _____

Company Contact: _____

Address: _____

City/Province/Postal Code: _____

Phone Number: _____

Email: _____

FT-2 STATEMENT BY BIDDER

BID DOCUMENT NAME: Loader Rental

BID DOCUMENT NUMBER: PW-2026-11

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this document will be completed by the time and in the format required.

Date at _____ this _____ day of _____, 2026.

Witness

Signature of Authorized Person

Print Name

Position

FT-3 BIDDER'S OFFER

- a) The Bidder hereby agrees to do the work in accordance with the attached instructions;
- b) The Bidder hereby agrees to execute the Equipment Rental Agreement (Section B), as provided in the Contract Documents;
- c) The Bidder hereby agrees to do the work and to accept payment at the unit prices specified in the Schedule of Prices;
- d) The Bidder's total Quotation, based on the estimated quantities in the Schedule of Prices is:

\$ _____
(price in words) _____

(\$ _____)

FT-4 SCHEDULE OF PRICES

Item No.	Description	Quantity	Rental Length	Unit Price/Month	Amount
1	Braeside Public Works Garage 721 River Road, Braeside ON	1	5 Months	\$	\$
SUB TOTAL					\$
HST (13%)					\$
TOTAL PRICE					\$

FT-5 EQUIPMENT LIST

Bidder shall Specify the Equipment to be provided:

Specify:	Make:
	Model:
	Year:
	Bucket Capacity:

FT-5 CONTRACT CONDITIONS**5.1 Successful Bidder - Insurance**

The successful bidder shall maintain sufficient General Liability insurance and shall provide to the Township proof of such insurance in the form of a Certificate of Insurance to the satisfaction of the Township and providing as a minimum requirement the following:

- a) \$2,000,000 in General Liability Insurance policy covering public liability and property damage and contain a "Cross Liability" clause or endorsement.
- b) Certificates must provide; for thirty (30) days notice to the Township in the event of cancellation or in the event of non-renewal of an Insurance Policy or pertinent coverage.
- c) Certificates to name the Corporation of the Township of McNab/Braeside as additional insured with respect to work performed.
- e) Such coverage must be maintained and in effect continuously while the work is in progress, and renewal certificates must be provided prior to

Automobile liability insurance in respect of licensed vehicle shall have limits of not less than two million dollars inclusive per occurrence for bodily injury, death and damage to property , in the following forms endorsed to provide the Owner with not less than 30 days written notice in advance of any cancellation, change, or amendment restricting coverage:

- a) standard non-owned automobile policy including standard contractual liability endorsement, and
- b) standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by the Contractor.

The proponent shall provide a WSIB clearance certificate prior to execution of the agreement.

5.2 Successful Bidder – WSIB

The successful Bidder shall provide the Township with a valid Workplace Safety and Insurance Board Certificate of Clearance to the satisfaction of the Township.

5.3 Successful Bidder - Equipment Rental Agreement

The successful Bidder shall execute, the Equipment Rental Agreement (Section B), provided in the Contract Documents.

The successful Bidder shall forward the executed Equipment Rental Agreement to the Township.

5.4 Successful Bidder – Term of Contract

The term of this rental contract covers the period from the current 2026 winter season and may be extended for three (3) additional one (1) year periods, subject to satisfactory service, price, terms and conditions, which the contractor will submit a letter expressing interest to extend.

Price quoted in Section FT-4 Schedule of Prices by the Bidder will be adjusted for each additional extension of the contract year in accordance with the Statistic Canada January (12-Month Change) of the contract year's Consumer Price Index (CPI). The updated CPI value is generally released in February. The increase may also be a mutually agreed upon percentage which can be based on approved conditions and may be less than the noted January (12- Month Change) CPI.

Extensions are to be mutually acceptable and subject to a continued requirement by the Township and budget approval. Should a mutual agreement not be reached, it will be the prerogative of the Township to seek new Quotes.

5.5 Successful Bidder – Liquidated Damages

Downtime (due to mechanical issues) for Equipment will be susceptible to a deduction of the weekly/month rate. The deduction rate will be 5% of the monthly rate per day to a maximum of 20 days per month.

5.6 Inquiries or Questions

Any inquires during the submission process are to be directed to:

Trevor Hamilton
Public Works Supervisor
thamilton@mcnabbraeside.com
Tel. (613) 623-5756 x 228.

Ryan Frew
Director of Public Works
rfrew@mcnabbraeside.com
Tel. (613) 623-5756 x 227.

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for Quotation will be circulated in writing as an Addendum to all registered document takers who have received the Request for Quotation document from the Township.

FT-6 SPECIAL PROVISIONS

- 6.1 The Bidder acknowledges and agrees that the estimated equipment requirements are based on the preliminary work plan period of November 1, 2026 until March 31, 2027 as established by the Township of McNab/Braeside. The Township reserves the right to increase or decrease the rental period for equipment without adjustment to the unit rental

- rates provided. In the event of an extension of the contract beyond this initial period, the equipment requirements and rental terms may also be extended or adjusted accordingly, subject to mutual agreement.
- 6.2 The equipment to be supplied must be in sound mechanical condition. Should an inspection of the proposed equipment find them to be unsuitable, the Township will reject the bid received.
- 6.3 The Manufacturer's specifications for equipment proposed to be supplied with reference to bucket size, weight, etc., shall meet or exceed the requirements detailed herein. Failure to meet the requirements will be grounds for rejection of the bid.
- 6.4 The attached equipment rental agreement "Section B" shall form part of this contract.
- 6.5 This quotation shall be irrevocable for the duration of the 2026/2027 winter operation season. In the event of an extension of the contract beyond this period, the quotation shall remain valid for the extended term, or, if applicable, the parties shall negotiate and agree upon any necessary adjustments in accordance with the terms of this agreement.
- 6.6 Any misrepresentation with respect to compliance with these special provisions shall be just cause for rejection of a bidder's submission.
- 6.7 This document is a Public Request for Quotation. The Bidder is hereby advised that financial and all other pertinent information related to this Contract, may be made publicly available by the Township of McNab/Braeside.
- 6.8 The per unit figures and the item total price shall include all applicable taxes except the Harmonized Sales Tax of 13%. The H.S.T. is to be shown separately as indicated.
- 6.9 Quoted prices shall include all shipping and delivery costs to the location indicated. No additional payment shall be made for shipping and delivery.
- 6.10 Lowest or any Quotation not necessarily accepted.
- 6.11 This offer shall be irrevocable for a period of 60 calendar days from the date of quotation opening.
- 6.12 Acceptance of this Quotation by the Township shall deem this quotation a binding contract.
- 6.13 Schedule of Prices, Section FT-4 is to be completed and the quoted prices shall include all shipping and delivery costs, to the location.
- 6.14 Loaders are to be year 2010 or newer with 2.0 – 3.0 yard bucket comparable to a 920 or 930 Cat. Rental will be from November 1, 2026 to March 31, 2027. Approximate usage is 75 hours per month. In the event of an extension of the contract beyond this period, the rental dates, equipment specifications, and usage estimates may be reviewed and adjusted accordingly, subject to mutual agreement.

EQUIPMENT RENTAL AGREEMENT

In the event that this tender is accepted by the Township of McNab/Braeside, this document shall constitute a binding agreement containing the following conditions:

- a) The Supplier and/or their Sub-contractor shall discharge all liabilities incurred for labour, materials, and services used or reasonably required for use in the performance of this agreement on the date upon which each becomes due, along with all liabilities incidental thereto.
- b) The Supplier and/or their Sub-contractor understands and agrees that neither they nor anyone hired by them is covered by the Township of McNab/Braeside under the Workplace Safety and Insurance Board, and they shall be responsible for, and shall pay all dues and assessments payable under the Workplace, Safety and Insurance Board.
- c) The Supplier and/or their Sub-contractor shall provide the Corporation with a valid Workplace Safety and Insurance Board Certificate of Clearance to the satisfaction of the Corporation.
- d) The Supplier and/or their Sub-contractor covenants and agrees with the Township to indemnify it and save it harmless from all claims by third parties arising out of the performance of this agreement.
- e) The Supplier and/or their Sub-contractor shall provide the Corporation with an original Certificate of Insurance pursuant to Section FT-5.1 of the Contract Conditions in a format satisfactory to the Corporation.

The Supplier shall carry insurance pursuant to Section OPS GC 6.03 of the General Conditions as modified herein in the amount of at least:

TWO MILLION DOLLARS----- (\$2,000,000 – Each Occurrence)

The Supplier and/or Sub-contractor shall carry insurance, pursuant to Section FT- 5.1 of the Contract Conditions as modified herein, which names the following as additional named insured:

The Corporation:
Township of McNab/Braeside
2743 Russett Drive
Arnprior, ON K7S 3G8

The Supplier and/or their Sub-contractor shall carry insurance, pursuant to Section FT 5.1 as modified herein, which describes operations as: Equipment Maintenance and Repair, Deliver and Pick-up.

- f) The Supplier declares that they have paid or will pay forthwith all Provincial and Federal Taxes that apply to the said equipment.
- g) The Township is not to be deemed the employer of the Supplier or their personnel under any circumstances whatsoever.
- h) Equipment rates shall include the costs of all labour, equipment and materials required for replacement, repair, maintenance, overhaul servicing, depreciation, interest and other costs associated with the operation and maintenance of the equipment with the

exception of fuel. The costs of all fuel used shall be the responsibility of the Township. All non-operated equipment shall be delivered with full fuel tanks and shall be returned with full fuel tanks.

- i) Downtime (due to mechanical issues) for Equipment will be susceptible to a deduction of the monthly rate.

The deduction rate will be as follows;

5% of monthly rate per day to a maximum of 20 days per month

- j) Payment shall be determined by the Township on the basis of actual operating time (in days) prorated from monthly rate, in accordance with the rate as stated. No allowance shall be made for standby time.
- k) All rates quoted shall be exclusive of applicable taxes. Invoices must clearly indicate the applicable taxes for the period invoiced.
- l) In the event that the equipment is in unsatisfactory condition or in the event that the Supplier has made a misrepresentation as to the specifications of the equipment in the Schedule, the Township has the right to terminate this agreement without any liability whatsoever.
- m) The Supplier by this quotation hereby makes this irrevocable offer and the acceptance of it by the Township constitutes a binding agreement to the extent of the equipment as accepted by the Township.
- n) The rental rate shall apply for the equipment rental by the Township of McNab/Braeside from the commencement of the current 2026 winter season until April 30, 2027, and may be extended for up to three (3) additional one (1) year periods, subject to the terms and conditions specified in this agreement, including the Contractor's submission of a letter expressing interest to extend and the Township's approval based on satisfactory service, price, and other conditions.
- o) The Supplier acknowledges that the Township is under no obligation to accept this quotation in the event that it should be either the lowest or only quotation received.
- p) The Supplier understands that this Agreement terminates in the event that they fail to perform the work to the satisfaction of the Township or its representative.

Date at _____ this _____ day of _____, 2026.

Witness

Signature of Authorized Person

Print Name

Position

