



**Township of Lanark Highlands  
Request for Quotation  
Portable Toilet Services  
RFQ-PR-2024-05**

**1.0 PROJECT DESCRIPTION**

The Corporation of the Township of Lanark Highlands (hereinafter referred to as the Township) is seeking proposals from entities for rental and servicing of portable toilets for the Municipality.

The purpose of this Request for Quotation (RFQ) is to provide, install and service portable toilets in various Township parks, beaches, boat launches, and waste sites.

**2.0 PROJECT SCOPE**

**SPECIFICATIONS**

The Township will enter into an agreement for the rental of portable toilets for placement in twelve (12) Township locations.

**Items 1 to 9:** Units to be on site May 21<sup>st</sup> – October 11<sup>th</sup>,

**Items 10 to 12:** Units to be on site May 21<sup>st</sup> – May 20<sup>th</sup>, 2025, in coordination with the Manager of Facilities.

- Units shall be in good condition and presentable to the public. Good condition shall be defined as being free of dents, punctures, rodents, and insect nests
- Each unit shall have a lockable door and proper ventilation
- Each unit shall be adequately supplied with toilet paper and chemicals in order to dissipate odors
- Each unit shall have an operable hand dispenser and solution inside the facility

**SCOPE OF WORK**

The contractor shall:

- Furnish both regular and handicapped portable toilets as required by the Township
- Provide portable toilet units that are clean, in excellent condition, free from defects and without graffiti
- Be responsible for any necessary cleanup, repair or replacement resulting from, but not limited to, any spills and/or turnovers
- Be responsible for the delivery, pickup, cleaning, and maintenance of all portable toilets. In case of inclement weather, the contractor shall be responsible for securing all units and repair any damages that should occur
- Service shall include removal and disposal of waste in accordance with local laws
- Service shall include the removal and disposal of human waste and trash in and around the units, cleaning of the inside and out, removal of graffiti, repairing any damages, refilling with chemicals, stocking of toilet paper, water, hand sanitizer and other consumables where applicable
- Record on a label the date services with the label affixed inside each unit. This includes repair of damages due to accident, weather or vandalism, as well as removal of graffiti
- Each invoice shall contain type, and number of units rented, dates of rental and the site where each unit was placed



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**TIMELINE**

<b>Last day for inquiries:</b>	<b>May 7<sup>th</sup> 12:00 pm ET</b>
<b>RFQ closing:</b>	<b>May 9<sup>th</sup> 12:00 pm ET</b>
<b>Quote awarded:</b>	<b>May 14<sup>th</sup> 2024</b>
<b>Units to be placed:</b>	<b>May 21<sup>st</sup> 2024</b>

**3.0 PROJECT AUTHORITY**

For further information regarding all aspects of this Request for Quotation, please contact:

Caitlin O'Hara, Acting Manager of Facilities / Community Affairs  
Township of Lanark Highlands  
75 George Street, P.O. Box 340  
Lanark, ON K0G 1K0

Email: [commaffairs@lanarkhighlands.ca](mailto:commaffairs@lanarkhighlands.ca)  
Telephone: 613-259-2398 ext. 252

**4.0 PROPOSAL VALIDITY**

Proposals shall remain valid and open for acceptance by the Township for a period of thirty (30) calendar days, following the due date for receipt of submissions.

**5.0 SUBMISSION OF PROPOSAL**

Please provide your proposal, signed by an authorized official, in a sealed envelope clearly identified as **Request for Quotation – Portable Toilet Services** addressed to the Project Authority. Proposals **MUST** be received at this location **NOT LATER THAN 12:00 pm (noon) on May 9th, 2024**. Submissions received after the above due date and time will not be considered, and will be returned unopened, to the originator.

**6.0 INQUIRIES**

All inquiries regarding this Request for Quotation are to be directed to the Project Authority. Inquiries must be received in writing via email no later than 12 pm noon on May 7th, 2024. Both the questions and the answers will be distributed to all known potential proponents by way of a written addendum, without stating the source(s) of the inquiry. Information obtained from any other source is not official and should not be relied upon.



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## **7.0 RIGHTS RESERVED BY THE TOWNSHIP**

The Township will not be responsible for any costs incurred in the preparation and submission of this Request for Quotation.

The lowest cost proposal will not necessarily be accepted, and the Township reserves the right, in its sole discretion, to accept or reject any or all proposals and/or to reissue the Request for Quotation in its original or revised form. The Township also reserves the right to cancel this Request for Quotation at any time, without penalty or cost to the Township.

This Request for Quotation and the resulting proposals should not be considered a commitment by the Township to enter into any contract with any service provider. The Township of Lanark Highlands reserves the right to cancel this RFQ within 30 days of written notice. This RFQ is subject to council approval.

## **8.0 BASIS OF SELECTION**

The onus is on the applicant to demonstrate their expertise, understanding and capacity to provide the materials outlined in Section 2 herein. The submissions will be assessed based on cost and according to how well they assure the Township of success in relation to the RFQ requirements. Please address each component in your submission. The detail and clarity of the written submission will be considered indicative of the applicant's expertise and competence. All submissions **must** contain the following information:

- Name, address, e-mail, telephone and fax number of the principal contact person;
- A list of related projects in the past three (3) years;
- At least three (3) client references for whom comparable work has been completed
- Contract rate with each component prices separately

## **9.0 CONTRACT**

The Township is proposing a 6-month contract for units 1-9 and yearly contract for units 10,11, 12, prescribing the required terms and conditions with the option of 2 - 1 additional year extensions. The successful contractor will not have the right to assign the contract nor any interest therein nor subcontract the performance of any service or the supply of any product without written consent of the Township. The selected contractor will be required to enter into a formal written agreement solidifying the terms of this RFQ.

## **10.0 INDEMNIFICATION AND LIABILITY INSURANCE**

The successful contractor shall at their own expense within 10 days of notification of acceptance and prior to the commencement of any work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence for any negligent acts or omissions by the contractor relating to its obligations under this Agreement.



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Such insurance shall include but is not limited to bodily injury and property damage including the loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage; owners and contractors protective; occurrence property damage; products and completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

The successful contractor shall also be required to submit a WSIB Clearance Certificate and maintain eligibility throughout the duration of this contract.

Such insurance shall add the Township as an Additional Insured with respect to the operations of the contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The successful contractor shall indemnify and hold the Township, its officers and employees harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or acts of omissions whether willful or otherwise by the bidder, it's agents, officers, employees or other persons for whom the contractor is legally responsible.

**Automobile Liability Insurance** with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000, inclusive for each and every loss.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to Township

**11.0 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications. Questions about the collection of Information should be directed to the Clerk at 613-259-2398 ext. 231.

**12.0 HEALTH AND SAFETY**

The successful contractor shall be responsible for providing all safety training and related safety equipment, for employing safe work practices at all times while carrying out work for the Township, and for complying with all applicable health and safety legislation/regulations.

**13.0 INVOICING**

Subsequent to delivery, the successful contractor shall submit an invoice for payment to the Township of Lanark Highlands. The Township of Lanark Highlands will, upon receipt of the invoice, process the same for payment. Standard payment terms NET 30 days will apply.



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**Address for Invoicing:**

Township of Lanark Highlands  
75 George Street, P.O. Box 340  
Lanark, ON K0G 1K0

Email: [commaffairs@lanarkhighlands.ca](mailto:commaffairs@lanarkhighlands.ca)

**Electronic Funds Transfer (EFT) Payment Enrollment:**

In the event the vendor is awarded the Quote, the vendor shall provide the necessary documentation to enroll in payments by Electronic Funds Transfer (EFT).

**Right to Accept or Reject Submissions**

The owner reserves the right to reject any or all submissions or to accept any quote should it be deemed to be in their best interest to do so.

Submissions which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal.

The Township reserves the right to exclude any items from the RFQ based on submitted cost.



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**QUOTE FORM**

**Section 1 – Bidder Contact Information**

Name of Firm Quoting: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please attach to your submission the following information:

- A list of related projects in the past three (3) years;
- At least three (3) client references for whom comparable work has been completed



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**Section 2 – Pricing**

<b>Item</b>	<b>Location</b>	<b>Service</b>	<b>Unit</b>	<b>Price</b>
1.	<b><u>Lanark Village Boat Launch</u></b> : 70 Clarence St, Lanark	<b>Bi-Weekly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
2.	<b><u>Clyde River Park</u></b> : 101 Hillier St, Lanark	<b>Bi-Weekly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
3.	<b><u>Vincent Hall memorial Baseball Diamond</u></b> : 4344 Watsons Corners Rd, McDonalds Corners	<b>Weekly</b> servicing for two units; one standard and one wheelchair accessible with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	2	\$ _____/Service \$ _____ / Unit
4.	<b><u>Robertson Lake Beach</u></b> : 4101 South Lavant Rd, Lanark	<b>Bi-Weekly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
5.	<b><u>Centennial Park</u></b> : 487 Lavant Mill Rd, Lanark	<b>Monthly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
6.	<b><u>Joe's Lake Boat Launch</u></b> : 499 Flower Station Rd, Lanark	<b>Monthly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
7.	<b><u>White Lake Boat Launch</u></b> : 3174 Wabalac Rd, Lanark	<b>Bi-Weekly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit



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8.	<b><u>Stump Lake Boat Launch:</u></b> Elphin Maberly Rd, Lanark	<b>Monthly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
9.	<b><u>Middleville Museum:</u></b> 2130 Concession Rd 6D, Lanark	<b>Monthly</b> servicing for wheelchair accessible unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
10.	<b><u>Public Works Depot:</u></b> 143 North Street, Lanark	<b>Bi-Weekly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
11.	<b><u>Waste Site:</u></b> 4686 Wolf Grove Road, Lanark	<b>Bi-Weekly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
12.	<b><u>Waste Site:</u></b> 800 – 10th Concession Dalhousie, Lanark	<b>Bi-Weekly</b> servicing for standard unit with hand sanitizer. Pricing to include rental, delivery, consumables, servicing.	1	\$ _____/Service \$ _____ / Unit
	<b>(2024) Contract 1:</b>	<b>Subtotal Per Unit and Service (excluding HST):</b>		\$ _____
	<b>(2025) Option for 1 year extension:</b>	<b>Subtotal Per Unit and Service (excluding HST):</b>		\$ _____
	<b>(2026) Option for 2<sup>nd</sup> year extension:</b>	<b>Subtotal Per Unit and Service (excluding HST):</b>		\$ _____



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Time is of the essence and may be a consideration of award. Therefore, the quoting company shall indicate in his/her quote, the anticipated delivery date of the equipment, based on Municipal Council's decision to the Bidder of choice.

Anticipated delivery date: \_\_\_\_\_

By submitting this form, the contractor acknowledges the owner's right to accept or reject any submission at its sole discretion.

The undersigned affirms that he/she is duly authorized to execute this Bid.

Contractor's NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

Contractor's SIGNATURE: \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024