



Request for Quotation

Invasive Phragmites Herbicide Treatment

2026 RFQ 02

Closing date: August 21, 2026

Time: 9 a.m. EDT

Submission by e-mail only to:

Scott Braithwaite

Stewardship and Planning Coordinator, Communications and Stewardship

Email: Scott.Braithwaite@rrca.on.ca



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1 Purpose and Introduction

The Raisin Region Conservation Authority (RRCA) seeks to manage invasive common reed (*Phragmites australis*) on conservation lands in South Stormont and South Glengarry. The management of this invasive plant serves to increase habitat diversity and promote biodiversity.

The RRCA is seeking quotations from qualified and licensed contractors for the application of herbicide to invasive Phragmites stands. Herbicide treatments are anticipated to include the use of glyphosate-based herbicides for the management of invasive Phragmites in dry terrestrial areas, and the use of the imazapyr-based herbicide Habitat Aqua for the management of invasive Phragmites in wetland and aquatic areas. Herbicide treatments must be carried out in accordance with all applicable provincial regulations, label requirements, and best management practices.

1.1 List of Appendices

- Appendix 1 – Acknowledgements and Bidder Contact Information
- Appendix 2 – Pricing Form
- Appendix 3 – Project Timelines
- Appendix 4 – Phragmites Management Locations
- Appendix 5 – Operating Conditions

2 Project and RFQ specifications

2.1 Project Contact

All correspondence regarding this request for quotations (RFQ) and associated projects should be directed to the Project Contact:

Scott Braithwaite
Stewardship and Planning Coordinator, Communications and Stewardship
Email: Scott.Braithwaite@rrca.on.ca

2.2 Questions concerning this RFQ

All questions concerning this RFQ shall be submitted by email to the Project Contact (above). Questions received prior to August 12, 2026, at 4:00 pm EDT will be answered via a group email by August 14, 2026, at 4:00 pm EDT.

2.3 Addenda

The RFQ may be amended only by an addendum in accordance with this section. If the RRCA for any reason determines that it is necessary to provide additional information relating to the RFQ, such information will be communicated to all Bidders through the Project Contact by addenda. Each addendum forms an integral part of the RFQ.

RRCA will issue all written addenda to the RFQ by e-mail to each Bidder who has provided an e-mail address.

Such addenda may contain important information, including significant changes to the RFQ. It is the Bidder's responsibility to ensure all addenda have been received and are reflected in their submissions.

2.4 Site Visits

Upon selection of a contractor for the project, site visits will be arranged to ensure comprehensive understanding of the project requirements and to facilitate precise project planning.

2.5 Closing Time

Interested contractors shall submit their quotation by email to Scott Braithwaite at Scott.Braithwaite@rrca.on.ca no later than August 21, 2026, at 9:00 a.m. EDT (the "Closing Date") using the subject line "Request for Quotation: Invasive Phragmites Herbicide Treatment".

2.6 Quotation Submission

The quotation shall contain original or electronic signatures where required; and shall include all requirements of this RFQ, as set out in Section 5 "Quotation Submission". The Bidder should submit one (1) copy of all submission requirements as a single PDF.

Offers made in the Submission will be considered by RRCA to be binding and irrevocable and shall remain open for acceptance by RRCA for a period of ninety (90) days from the Closing Date.

Submissions received after the Closing Date will not be accepted.

2.7 Opening

All Quotations received on time will be opened on August 21, 2026, after 9:00 a.m. EDT.

2.8 Adjustments to Submission

A Bidder wishing to make adjustments to a Submission must supersede it with a later Submission, which must be received by the Closing Date.

A Bidder who has submitted a Quotation may request that their Submission be withdrawn before the Closing Date. The request must be provided in writing by email and include contact information for verification. Authenticity of the request may be confirmed by the RRCA. Submissions withdrawn under this procedure cannot be reinstated.

No request for withdrawal of a Submission shall be permitted during, or at any time after, the opening process.

3 Requirements

This section outlines the requirements of those who submit a proposal in response to this RFQ, referred to here as “Bidders.” Requirements include terms and conditions that apply to this RFQ, and terms and conditions that will apply later should the Bidder be successful. In this RFQ, the successful Bidder is referred to as the “Vendor.”

3.1 Insurance

3.1.1 Comprehensive General Liability Insurance

The Vendor shall procure and maintain Comprehensive General Liability Insurance:

- Having a limit of liability of not less than five million dollars (\$5,000,000) inclusive for any one occurrence;
- Including insurance against liability for bodily injury and property damage caused by vehicles or equipment owned by the Vendor;
- Being endorsed to provide that the policies will not be altered, cancelled, or allowed to lapse without thirty (30) days prior written notice to the RRCA;
- Naming the RRCA as an additional insured party on a Certificate of Liability Insurance; and
- Containing a cross-liability clause.

The Vendor shall pay for all premiums and expenses incurred for the insurance. Should any claim(s) arise, the Bidder shall be financially responsible for paying for any amount(s) up to and including the deductible amount under their policy.

3.1.2 Vehicle Insurance and Licensing

The Vendor shall maintain vehicle insurance as required by the *Compulsory Automobile Insurance Act R.S.O 1990 C.25* as amended to cover all licensed vehicles, owned, operated, or leased by the Vendor or otherwise used by the Vendor in the Work.

If applicable, the Vendor shall also ensure that all Sub-Vendors have valid insurance coverage with the same limits and wordings as outlined in this Section, for those licensed vehicles owned/leased by them being utilized while providing the goods/services.

The Vendor’s vehicle insurance shall:

1. Have a limit of liability not less than five million dollars (\$5,000,000) in respect of any one accident or occurrence;
2. Include part bodily injury including death, property damage and basic accident benefits and coverage not less than the insurance wording shown in the Standard Ontario Automobile Policy Form OAP-1; and
3. Be endorsed to provide that the policies shall not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to the Authority.

The Vendor shall pay for all premiums and expenses incurred for the insurance.

In the event that any claim(s) arise that are covered by the Contractor's insurance, the Contractor shall also be responsible for payment of the deductible under their Policy.

3.1.3 Proof of Insurance

Within ten days of the award of this RFQ and before entering into a contractual agreement with the RRCA to undertake the Invasive Phragmites Herbicide Treatment, the Vendor shall submit proof of the required insurances as per sections 3.1.1 and 3.1.2.

3.1.4 Workplace Safety and Insurance Act and Employment Insurance

Before entering into a contractual agreement with the RRCA to undertake the Invasive Phragmites Herbicide Treatment, the Vendor shall provide RRCA with a valid and current Clearance Certificate from the WSIB or a letter from the WSIB confirming their exemption. This information is available to the Bidder online at wsib.on.ca.

If the Vendor does not provide a valid and current Clearance Certificate as herein requested, or proof of exemption, or proof of application for exemption, RRCA reserves the right to cancel the award.

The Vendor shall be responsible for providing Worker's Compensation coverage for their employees, and no extras will be allowed for such items.

The Vendor clearly understands and agrees that they are not, nor is anyone hired by them, covered by RRCA under the *Workplace Safety Insurance Act*, *Employment Insurance Act*, or any other act, whether provincial or federal, in respect of themselves, their employees and operations, and shall, upon request, furnish RRCA with satisfactory evidence that they have complied with the provisions of any such acts. The Vendor shall be responsible for providing Worker's Compensation coverage for their employees, and no extras will be allowed for such items.

4 General terms and conditions

The following terms and conditions are deemed accepted by all Bidders in response to this RFQ and are deemed incorporated into every contract resulting from this RFQ.

4.1 Acceptance of proposals

This RFQ neither expresses nor implies any obligation on the part of the RRCA to enter into a contract with any contractor submitting a proposal.

4.2 Rejection of proposals

The RRCA reserves the right to reject any or all proposals for failure to fully satisfy the specifications and requirements for the RFQ. Any award resulting from this RFQ is subject to the successful completion of a contract between the contractor and the RRCA.

4.3 Right to amend

The RRCA reserves the right to amend or supplement the RFQ, giving equal opportunities to all contractors who have been invited to bid, by way of an issued addendum.

4.4 Cancellation of RFQ

Due to unanticipated expenditure constraints, this RFQ may be cancelled at any time without liability by the RRCA to prospective contractors or to any other entity.

4.5 Acceptance or non-acceptance of proposal

Neither the lowest priced nor any proposal shall necessarily be accepted, and the RRCA's decision is final. If the RRCA decides to accept a proposal, then this acceptance and the making of an award will be in writing. Unless and until such written notification has been given, there is no successful Bidder, and no award has been made.

4.6 Assignment

The Vendor shall not assign the Contract or any portion thereof without prior written consent of RRCA. Such consent shall not release or relieve the Vendor from any of their obligations or liabilities under this Contract.

4.7 Associated costs

There will be no payment to Bidders for the work related to and material supplied in the preparation of responses to this RFQ.

4.8 Confidentiality

The Bidder is advised that confidentiality issues may arise with respect to this project and will need to be cognizant of these issues.

4.9 Previous communications

This RFQ document and attachments and any addenda contain the entire requirements relating to this RFQ. Other information and/or documentation provided to a Bidder or obtained by a Bidder prior to the release of this RFQ, or any other time, shall not have any force or effect.

4.10 Conflict of interest

It is the Bidder's responsibility to ensure that no perceived or real conflict of interest exists for any of the company's personnel involved in the project.

4.11 Authorization

To be considered a valid response, a Bidder's submission must be completed and signed by an authorized company official.

4.12 Irrevocable

RFQ submissions will be irrevocable for a period of thirty days from the closing date.

4.13 Freedom of information

All information obtained by the Bidder in connection with the preparation of this RFQ is the property of the RRCA and must be treated as confidential. It may not be used for any purpose other than for replying to this RFQ, and for fulfillment of any subsequent contract. Any Bidder who requires that the information in its proposal to be kept confidential must explicitly advise the RRCA of that fact.

The Bidder may declare confidentiality of their RFQ; however, the RRCA is required by law to adhere to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended from time to time.

4.14 Compliance with codes, regulations, and by-laws

The Vendor agrees to obey all government, municipal and underwriters' codes and regulations, etcetera, and perform all work in accordance with the requirements of bylaws in force in the area where the work is to be carried out.

4.15 The Occupational Health and Safety Act

The Vendor shall comply with all conditions and regulations of the *Occupational Health and Safety Act, 1990* and amendments thereto, any other Federal or Provincial statute or local bylaw concerning safety or any other phase of work on this contract.

4.16 Required Warranties

Each Bidder expressly declares and warrants that;

- a) This quotation submission is in all respects fair and without collusion or fraud.
- b) There has been no violation of copyrights or patent rights in manufacturing, producing or selling the materials and/or services shipped or ordered as a result of this quotation, and the Vendor agrees to hold RRCA harmless from any and all liability, loss, expense, action or suit occasioned by any such violation.
- c) All materials and/or services proposed to be supplied to RRCA conform in all respects to the standards set forth by Federal and Provincial agencies.
- d) The Bidder of the quotation is:
 - i. competent to perform the work described in this RFQ;



- ii. has the necessary qualifications and certificates, including knowledge, skill and experience to perform the services, together with the ability to use those qualifications effectively for that purpose;
- iii. shall supply everything necessary for the performance of the work;
- iv. shall carry out the work in a diligent and efficient manner;
- v. ensure the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFQ and any subsequent contract.

4.17 Pricing and Taxes

The quotation submission amount must include: all applicable excise taxes; customs, freight; exchange and all other charges. Harmonized Sales Tax is extra.

4.18 Terms of Payment

Invoices will be paid net thirty (30) days from date of invoice and verification that goods/services listed have been provided to the satisfaction of RRCA. Invoice must be received within thirty (30) days of work completion in each calendar year.

4.19 RRCA's Right to Terminate Contract Under Certain Conditions

RRCA has the right to terminate the Contract immediately and without penalty, with written notice to the Vendor, if:

- a) The Vendor makes an assignment for the benefit of creditors or becomes bankrupt or insolvent, or an order is made for the winding-up of the Vendor, or if a receiver is appointed on account of the Vendor's insolvency;
- b) The Vendor refuses or fails to supply sufficient properly skilled employees or proper materials at all times to perform the Work in the manner and to the standards required under this Contract, or the Vendor fails to observe and comply with any provisions of law, including, without limiting the generality of the foregoing, all requirements of all governmental authorities including federal, provincial, and municipal legislative enactments, by-laws and other regulations now or hereafter in force which pertain to or affect the services or the conduct of the Vendor's business;
- c) The Vendor fails to institute appropriate corrective action within three (3) days after verbal notification by RRCA (which will be confirmed subsequently in writing), of any failure on the part of the Vendor to comply with the terms and specifications of the Contract;
- d) The Work performed is not satisfactory; or
- e) Delivery requirements are not met.

RRCA reserves the right to terminate this contract at anytime without cause with thirty (30) days written notice.

Immediately following, the termination of the Contract, for any reason, the Vendor shall provide to RRCA all their financial records specific to this Contract, concerning the conduct of the operations and a statement of all outstanding accounts.

4.20 Remedies for Non-Performance

In the event that the Vendor fails to perform any obligations hereunder, RRCA shall be entitled to exercise any one or more of the following remedies:

- a) RRCA may withhold any payment due hereunder until the Vendor has remedied their failure;
- b) RRCA shall be entitled, in the event that the Vendor does not remedy their default within three (3) working days of a request, RRCA be entitled to engage other Vendors to complete the work of the Vendor and to deduct the cost of obtaining such other Vendors from any amounts owing to the Vendor hereunder;
- c) RRCA may terminate this Agreement if the Vendor does not remedy their default within three (3) working days of a request that they do so from RRCA in writing; and,
- d) RRCA may exercise any other right available to it in law or equity.

A failure of RRCA to exercise any of the foregoing remedies, or the granting of any extension or indulgence, shall not be prejudicial to the right of RRCA to subsequently obtain such remedies.

4.21 Failure to Execute Contract

Failure to execute the Contract or failure to file any of the required documentation required in this RFQ within the specified time period is cause for the cancellation of the award.

4.22 Indemnification

The Vendor shall indemnify and save harmless RRCA, from and against all claims, actions, losses, expenses, costs or damages of every nature and whatsoever which RRCA, its employees, officers or agents may suffer, to the extent the Vendor is legally liable as a result of the negligent acts of the Vendor, their employees, officers or agents in the performance of this Contract.

4.23 Ownership of Documents

All information and data developed and used by the Vendor in connection with this Contract will be wholly owned by RRCA.

4.24 Governing Law

This RFQ and subsequent contract shall be governed by the law of the Province of Ontario.

4.25 Venue for Litigation

The Vendor and RRCA agree that the venue for any litigation shall be Ottawa, Ontario.

4.26 Force Majeure

Neither party shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFQ or the Services to be provided when such delay or failure is due to fires, strikes, floods, acts of God or the King's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

4.27 Employees

In the performance of this contract, the Vendor shall be an independent Vendor.

Neither the Vendor nor any of their employees shall be deemed to be employees of the RRCA.

5 Quotation Submission

5.1 Acknowledgement

The Bidder shall complete and submit 'Appendix 1 - Acknowledgements and Bidder Contact Information'.

5.2 Pricing

The Bidder will complete and submit 'Appendix 2 - Pricing Form'.

5.3 Other

The Bidder must include the following as part of their RFQ submission to be considered a candidate to undertake the Invasive Phragmites Management:

- Name, title, organization, and contact information of the individual coordinating the RFQ submission. This person will receive official correspondence concerning this submission.
- Name and qualifications of the Project Lead, including relevant experience.
- Summary of expertise pertinent to invasive Phragmites management and herbicide application in particular.
- As per Appendix 2, hourly rates including all applicable excise taxes, customs, freight, exchange, and all other charges. Harmonized Sales Tax is extra.

6 Award and Contract

This RFQ will be awarded based on the following:

- a) Proper Completion of all submission requirements (Section 5);
- b) Prior experience/expertise in invasive Phragmites management and herbicide application;
- c) Experience and qualifications of the Vendor will be considered based on site-specific conditions;
- d) Ability to deliver the work as per the stated deadlines in the Project Timelines (Appendix 3); and
- e) Price (as a clarification, should all other evaluations appear equal at the sole discretion of RRCA, lowest Total Price shall govern award).

RRCA reserves the right to reject any Quotation if the evidence submitted by, or investigation of such Bidder, fails to satisfy RRCA that the Bidder is qualified to carry out the obligations of the contract.

The decision of RRCA shall be final.

The Bidder shall not make any claims for additional costs or expenses due to the delay in, or cancellation of the award of this RFQ, due to the approval process.



Once the RFQ is awarded and prior to the commencement of any project work, the Vendor shall enter into and sign a formal Contract that is satisfactory to the RRCA. This RFQ and all issued addenda shall constitute part of the terms and conditions of the contract award.

Appendix 1. Acknowledgements and Bidder Contact Information

I/WE ACKNOWLEDGE that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person submitting a proposal for the same goods/services and is in all respects fair and without collusion or fraud.

I/WE ACKNOWLEDGE that all matters stated in the said proposal are, in all respects, true.

I/WE ACKNOWLEDGE that, having read and understood the Request for Quotation: Invasive Phragmites Herbicide Treatment (2026-RFQ-02) document, I/WE have satisfied ourselves as to the terms, conditions and specifications and do hereby submit a proposal for the work to be completed.

I/WE ACKNOWLEDGE that it is the Bidder's responsibility to ensure all addenda issued have been received.

I/WE ACKNOWLEDGE that acceptance of this proposal and the execution of an agreement shall be considered a binding contract upon both parties. If specified at any time by the Raisin Region Conservation Authority (RRCA), it is agreed that the terms and conditions and the representations made in reference to this Request for Quotation shall be incorporated in the contract to be executed by the parties once the RRCA has formally accepted the proposal.

Dated at _____ **this** _____ **day of** _____, **20**__.

Signing Authority (Print)

Signing Authority (Signature)

Business Name

Street Address, City, Province, Postal Code

E-mail

Telephone

Fax Number

Appendix 2. Pricing Form

Business Name: _____**Submission Date:** _____

Resources/Services ¹	Description ²	Rate/acre ³

NOTES:

1. Include equipment, personnel, and any other resources or services which may be necessary for the management of invasive Phragmites via herbicide application in the "Resources/Services" column in above table.
2. Include a brief description of each resource and/or service included in the quotation in the "Description" column in the above table.
3. Shaded "Rate/acre" column in above table must be completed for each resource and/or service included in the quotation. This value should represent the cost per acre of treated invasive Phragmites for each resource and/or service included in the quotation.
4. The RRCA anticipates treating a total of 37.1 acres of invasive Phragmites in 2026. Access to these patches is variable, with approximately 16.3 acres accessible via trail or road, 11.9 acres located within marshland, and 8.9 acres accessible via boat only. See Appendix 4 for additional details regarding the Phragmites management locations.

Appendix 3. Project Timelines

Table 2 reflects the RRCA's intent in issuing, receiving, and evaluating the RFQ, and the deadlines for RFQ and project milestones. It is subject to change at the RRCA's discretion.

Table 2: Timeline of the Invasive Phragmites Herbicide Treatment

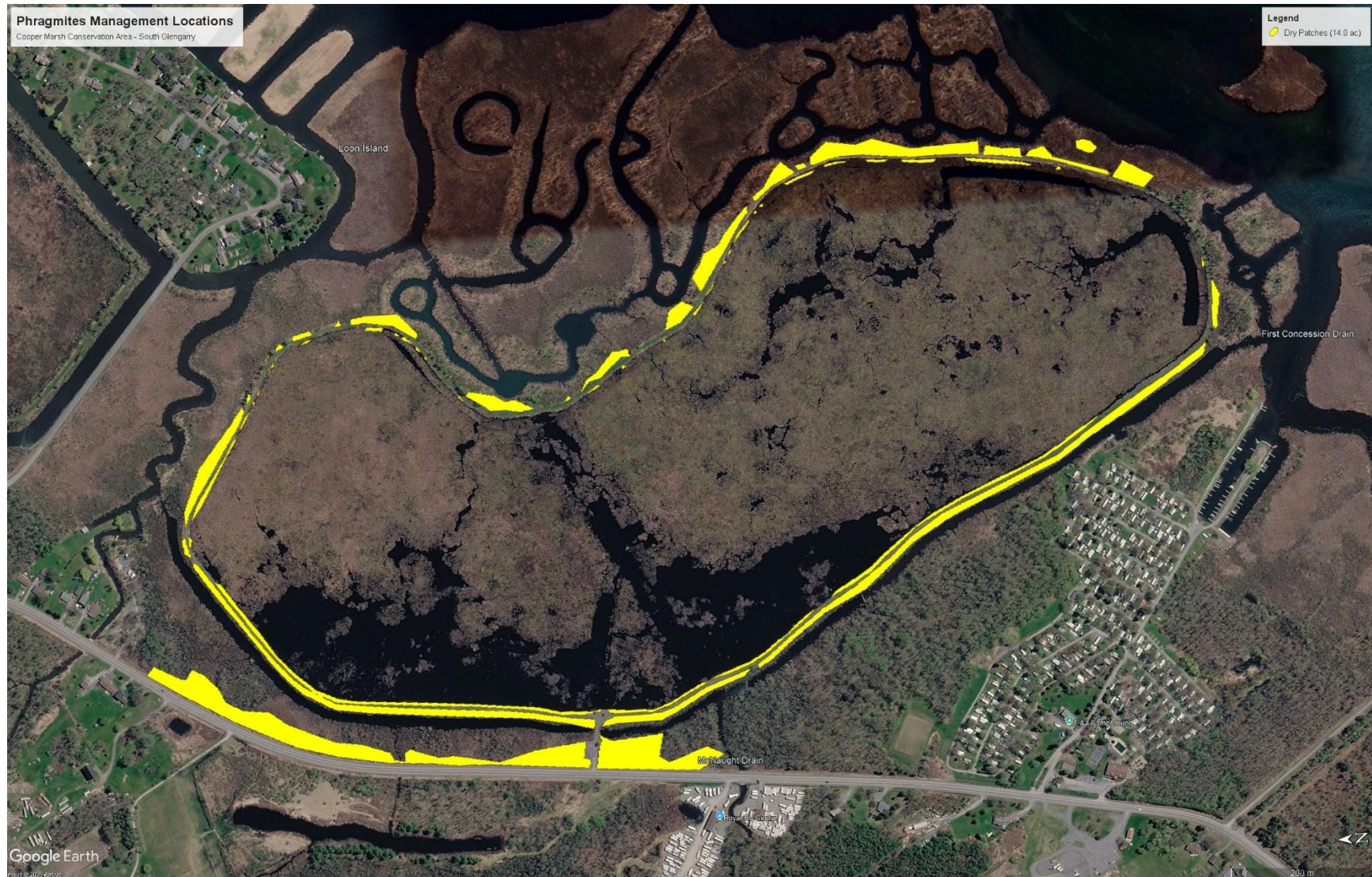
Task	Date
RFQ circulated	August, 2026
Bidder RFQ questions deadline	4:00 pm EDT – August 12, 2026
Response date for questions	4:00 pm EDT – August 14, 2026
Proposal submission deadline (closing date)	9:00 am EDT – August 21, 2026
RFQ awarded	September 3, 2026
Project start date	September 7, 2026
Project completion deadline	October 31, 2026 ¹

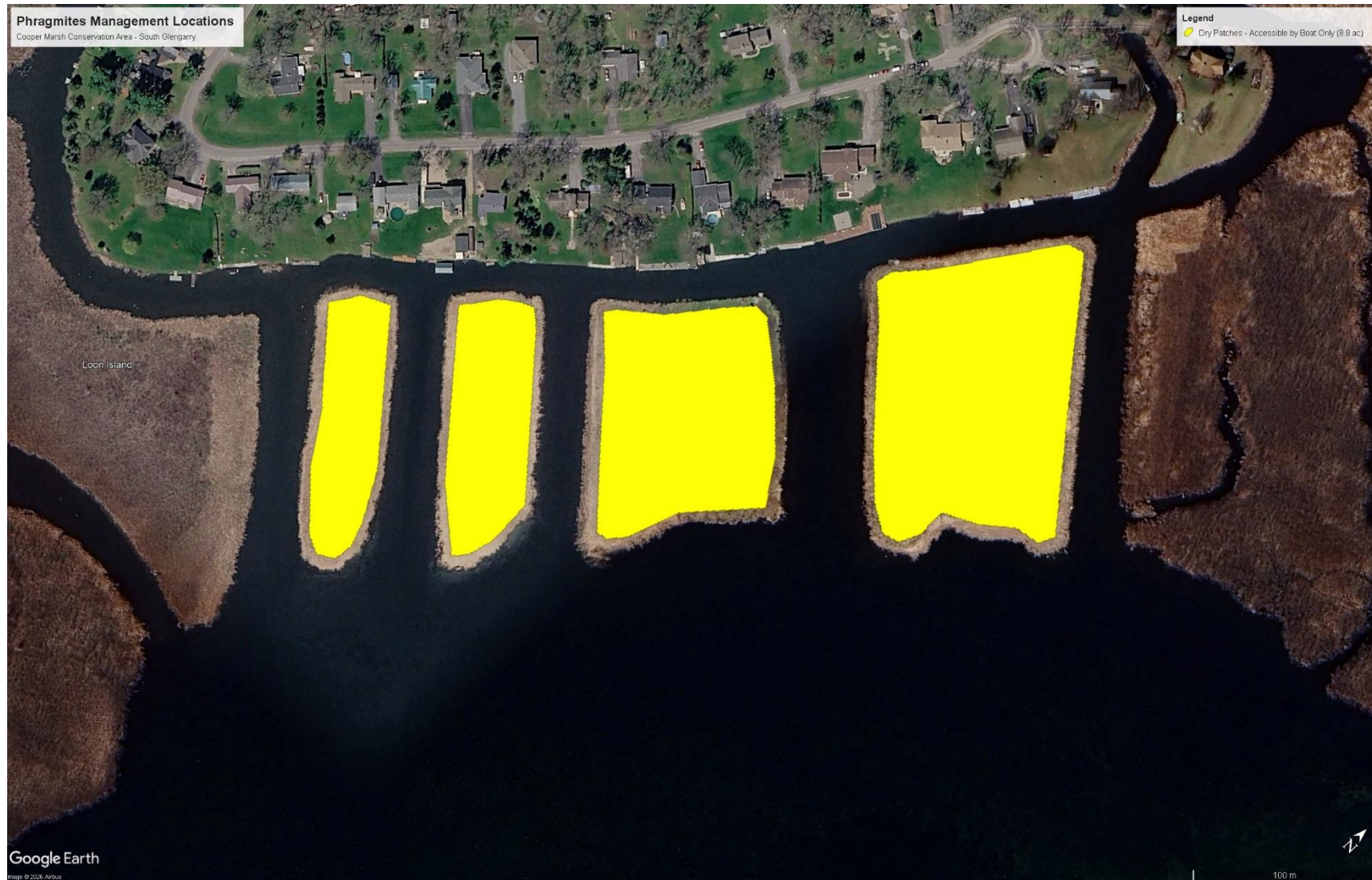
NOTES:

1. The date specified here represents the latest possible deadline for projects covered by this quotation package.

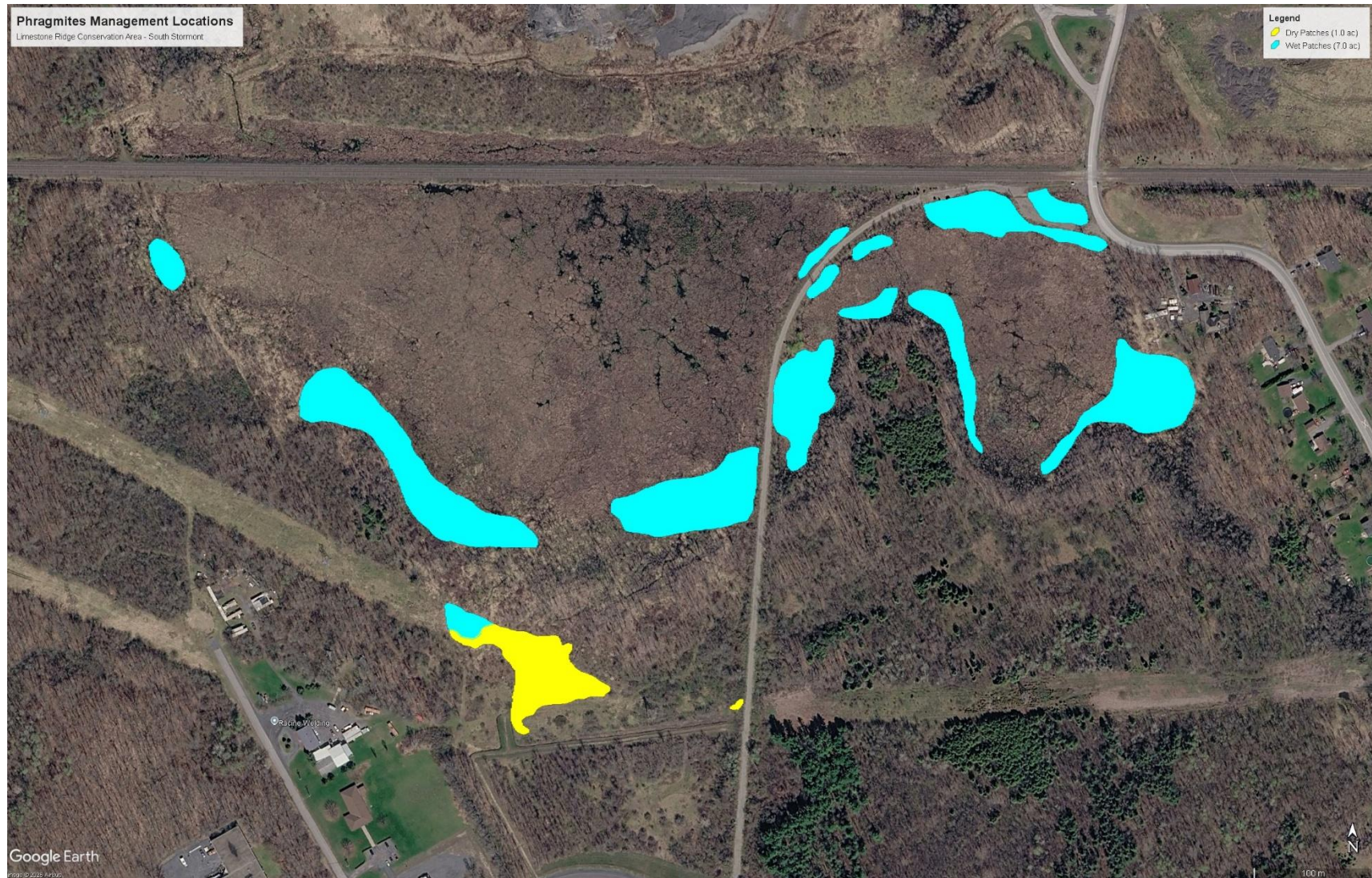
Appendix 4. Phragmites Management Locations











Appendix 5. Operating Conditions

1. Supervision

Contractor shall designate a supervisor who shall perform inspections of the operation on a regular basis and ensure operating conditions are being met. If it is suspected that the operating conditions cannot be met, operations are to be suspended and the RRCA must be contacted immediately for direction on how to proceed.

2. Landings and Timing

Selection of landings (equipment staging) and timing for operations will be determined following awarding of tender.

3. Access and Clean-up

Access roads must be approved by the RRCA before operations commence.

Access roads and trails must be maintained to the same standards as encountered at the beginning of the operation. The Contractor agrees to repair to original condition, at their own expense, damage caused during the operation to roads, trails, fences, gates, and culverts within the work area.

All roads and trails must be cleaned up to the satisfaction of the RRCA before the Project is deemed complete.

Any spills of oils, fuel and grease must be cleaned up at the Contractor's expense and reported immediately.

All garbage of any type resulting from the operation must be removed from the site and deposited in an approved waste disposal site.

4. Rutting

A rut is defined as a continuous trench created by machine traffic that is great than 4 metres in length and is greater than 30 cm in depth. Rutting is to be minimized on all sites, including trails and landings. The Contractor is responsible for recognizing when rutting may occur and is to take measures to reduce damage, including notifying the RRCA immediately.

5. Invasive Species Spread Prevention

Machinery on site must be cleaned prior to and after work is completed to avoid transportation of invasive species to, from or within the project areas.



6. Protection of Riparian Vegetation

Existing trails and access roads must be used by machinery whenever possible to avoid loss of riparian vegetation.