



**The Corporation of the Village of Burk's Falls**

**Request for Quotation: WATER METER REPLACEMENT,  
2026, Burk's Falls, ON**

**Official bid closing date/Time:  
July 14, 2026 at 1:00 PM (LOCAL TIME)**

**Sealed proposals, clearly marked as to contents are to be delivered to:**

**Village of Burk's Falls  
172 Ontario Street  
Box 160  
Burk's Falls ON P0A 1C0**

**or**

**electronically to [publicworks@burksfalls.ca](mailto:publicworks@burksfalls.ca)**

## **1.0 BACKGROUND**

The Village of Burk's Falls is a single tier Municipality, located 165 miles north of Toronto on the Hwy. 11 corridor between Huntsville and North Bay at the junction of Highways 11 and 520 in the District of Parry Sound.

The Village of Burk's Falls is requesting quotations from qualified contractors to provide labour and related services for the replacement of residential water meters and associated MXUs (Meter Transmission Units).

The successful contractor will be responsible for the following:

- Removal and disposal of existing water meters.
- Installation of approximately 30 new Sensus water meters and/or replacement of MXUs were applicable, in accordance with manufacturer specifications and all applicable codes and standards.
- Verification of proper meter and MXU operation, including communication functionality following installation.
- Completion of minor plumbing modifications or adjustments required to ensure proper fit and operation.
- Provision of all necessary labour, tools, fittings, and incidental materials required to complete the work, unless otherwise specified.
- Maintaining a clean and safe work area and performing clean-up after each installation.
- Coordinating directly with residents to arrange access and installation scheduling.
- Recording and submitting the installed water meter ID numbers and MXU ID numbers, together with the corresponding service addresses, to the Village of Burk's Falls.

Contractors submitting quotations shall demonstrate:

- Experience performing residential water meter installations.
- Ability to complete the work within the specified project timeline .

Additional project details:

- Location: Village of Burk's Falls, Ontario.
- Materials supplied by the Village: Sensus water meters and MXU's.
- Completion deadline: All work must be completed no later than October 15, 2026.

## **3. Submission Deadline**

**3.1** Proposals will be accepted until Tuesday July 14, 2026, at 1:00 p.m. in a sealed envelope clearly marked "WATER METER REPLACEMENT" to the attention:

Derek Smith, Public Works Foreman, Village of Burk's Falls  
172 Ontario Street; Box 160  
Burk's Falls ON P0A 1C0  
Or  
electronically to [publicworks@burksfalls.ca](mailto:publicworks@burksfalls.ca)

**3.2** Questions can be directed to Derek Smith at email: [publicworks@burksfalls.ca](mailto:publicworks@burksfalls.ca) until noon on July 13, 2026 at 705-382-3138 ext 229

**3.3** Electronic submissions will be accepted at [publicworks@burksfalls.ca](mailto:publicworks@burksfalls.ca)

## **4.0 Proposal Timelines**

The schedule for the project is as follows:

Bid Released	June 15, 2026
Submission Deadline	July 14, 2026, at 1:00 pm
Project Award	July 22, 2026
Project Completed Period (To be discussed with Village)	October 15, 2026

## **5. Information to Bidders**

### **5.1 Proposal Documents**

The individual or firm submitting a proposal shall verify that these documents are complete and assume the responsibility to notify the Village of any discrepancies. The Village will issue any changes/additions/deletions to specifications and/or terms and conditions. Any and all addenda issued by the Village 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. Where a Bidder finds discrepancies or omissions in the documents or instructions, or otherwise requires any clarification, the Bidder should contact the Village in writing by fax or e-mail as listed below. The Village is not an expert in these matters and discussion and or clarification may be required.

### **5.2 Incurred Costs**

The Village shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent(s) prior to or subsequent to or by reason of the acceptance or non-acceptance or delay related to this proposal.

### **5.3 Errors and Omissions**

The Village shall not be held liable for any errors or omission in any part of this Bid. The information is not guaranteed or warranted to be accurate by the Village nor is it necessarily comprehensive or exhaustive.

### **5.4 Agreement with Terms**

By submitting a Bid, the Proponent agrees to all the terms and conditions of this RFQ. Any electronic documents received cannot be altered with the exception of adding the information requested. To do otherwise would invalidate the proposal.

### **5.5 Ownership of Proposals and Freedom of Information**

All documents, including proposals, submitted to the Village will become the property of the Village. If you wish any or all of the documents that you submit to the Village as part of this Proposal to be protected from disclosure under the above legislation, please provide a signed letter enclosed with the Tender outlining the parts of the Proposal to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for handling an application for disclosure by a third party under this legislation.

#### 5.6 Workers Safety Insurance Board (WSIB)

The successful proponent shall be in good standing with the WSIB. A certificate of clearance from the WSIB is to be supplied to the Village of Burk's Falls upon notification of award and is required to be renewed upon expiry if during the contract period.

#### 5.7 Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

New requirements of the AODA passed by the Ontario Legislature with the goal of creating standards to improve accessibility across the province are now in effect. All private sector organizations in Ontario were required to comply with the Customer Service Standards by January 12, 2012.

Businesses and individuals that the Village has contracted to provide goods or services to customers must ensure that their employees, agents and subcontractors are trained on providing accessible customer service.

#### 5.8 Corporate Health and Safety Policy

The successful Bidder will be required to provide a copy of their Health and Safety Policy including their program of implementation of this policy.

Under the Duties of Employer and Other Persons, (Section 25(2) (j) of the *Occupational Health and Safety Act*) the Act states:

*(2) Idem - Without limiting the strict duty imposed by subsection 1, an employer shall;*

*(j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement the policy. This section of the Occupational Health and Safety Act is clear. An employer is required to have the above in place no matter how small or large a business. The Village requires that this information be part of the required documentation for contract award.*

The contractor shall indemnify and hold harmless the owner, their agents and employees for any contraventions of the *Occupational Health and Safety Act*, (most current legislation) and for all legal costs incurred in the event that charges are brought against the owner pursuant to the act.

#### 5.9 Indemnity

The Contractor will indemnify and save harmless the Village, its employees and agents from and against all claims, demands, losses damages, costs and expenses made against or incurred, suffered by the Village at any time where the same or any of the them are based upon or arise out of or from anything done or omitted to be done by the Consultant or their firm, excepting always liability arising out of the independent acts of the Village.

#### 5.10 Insurance

While the proponent will be responsible to maintain adequate insurance to cover all claims, including but not limited to professional errors and omissions, and automobiles, such policy shall also name the Village thereunder. Upon successful award of the proposal the proponent shall supply the Village with a certificate of insurance outlining a minimum of \$2,000,000.00. The successful proposal shall be responsible for all deductibles under their policy and must maintain coverage stated above throughout the contract period.

5.11 Conflict of Interest

The proponent shall identify and detail any potential conflict of interest in the proposal.

5.12 Additional Information

The Village reserves the right to accept or reject any or all submissions and to request clarification or additional information from any bidder.

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## **BID FORM**

To The Corporation of the Village of Burk's Falls, Hereafter called the "Owner":

I/WE \_\_\_\_\_ the undersigned declare:

- THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Bid or in the Contract proposed to be taken.
- THAT this Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
- I/WE represent that no member of the Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on 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 of any supplies to be used therein, or in any monies to be derived there from.
- THAT I/WE hereby submit the following Proposal and agree to meet the goals of this proposal with all Proposal requirements met, and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
- THAT this Bid is irrevocable and open to acceptance until the Agreement is executed by the awarded Bidder for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
- THAT if the Bid is accepted, I/WE agree to complete the scope of work within the scheduled timeframe. If I/WE fail to do so, the Owner may accept the next lowest or any Bid or to advertise for new bids and I/WE also agree to pay to the Owner the difference between this Bid and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new bids, and shall indemnify and save harmless the Owner and their officers from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

**Bid:**

Purposed Final Bid Completion Date: \_\_\_\_\_

1. The Village would like to compare bid options as outlined in the following table:

**Water Meter Installation 2026**

Work to be performed	Estimated Amount of Work (in Units)	Unit Cost*	Bid Price Per Unit	Subtotal**	Expected earliest date of completion
Removal of existing residential water meter	30		\$	\$	
Installation of new water meter	30				
Additional plumbing	Unknown		\$ /hr	\$	
Incidentals			\$ /hr	\$	
<b>Sub Total Tendered Price</b>	\$				

2. Additional Disbursements (Itemized):

\_\_\_\_\_ @ \$ \_\_\_\_\_

\_\_\_\_\_ @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Total Bid Amount (Upset Limits)**

(Schedule can be modified for ease of bid but Total Bid Amount is final)

\$ \_\_\_\_\_

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

NAME: \_\_\_\_\_

BIDDER'S SIGNATURE AND SEAL: \_\_\_\_\_

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

WITNESS: \_\_\_\_\_

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

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026

Note: Failure to provide the complete Form of Proposal, submitted as an original document, complete with original authorized signature(s), at time of Proposal closing, will result in the Proposal submission being disqualified and not considered for award.

Schedule "A"

FORM OF TENDER – SCHEDULE 1

REFERENCES

Please provide at a minimum, three (3) active references of accounts that you are currently servicing. The references must be, at a minimum, equal in size, complexity and service requirements to this tender.

References will be contacted at the discretion of the Village of Burk's Falls.

The Village reserves the right to investigate other than listed references.

LOCATION	NAME/CONTACT AND PHONE NUMBER	DATE OF CONTRACT