



The Township of Perry

REQUEST FOR QUOTATION (RFQ)

RFQ Requirements

The Township of Perry is exploring options for the supply and cleaning of portable toilets throughout the Township of Perry. The Township currently rents portable toilets and has them serviced by an outside company. The last time an RFQ was issued for this service was in 2019. The Township is looking for cost savings and is requesting quotations for two options that would begin in the spring of 2026.

The Township is requesting that bidders quote on two separate options, **Option 1** is for the supply, cleaning and pumping of Porta Potties at various locations within the Township of Perry. **Option 2** is for the cleaning and pumping of Township owned Porta Potties at various locations in the Township of Perry.

RFQ Terms and Conditions

- 1 The Contractors's response to this RFQ must be clearly marked RFQ - 2025-013 and submitted to the Township of Perry, 1695 Emsdale Road, PO Box 70, Emsdale ON P0A 1J0, bids will also be accepted by email at treasurer@townshipofperry.ca by September 10, 2025 at 12:00pm.** The Bidder may attach a proposal price to this form or may enter prices directly on this form. If proposal price is attached, the Bidder Information Section of this form must be completed and attached as the first page of Bidder's proposal.
- 2** Prices are in to be quoted in Canadian dollars with HST indicated separately.
- 3** Upon acceptance of the quotation, terms of payment shall be Net 30 days from the receipt of Bidder's invoice by the Township of Perry.
- 4** Bidder's proposal shall be valid for sixty (60) days from the date of submission.
- 5** Price may or may not be the determining factor in Bidder's selection process. The award may be made to the Bidder(s) whose proposal(s) is (are) determined to be of highest value in terms of quality and price.
- 6** The Township of Perry reserves the right to request the Bidder(s) to demonstrate that adequate skills, equipment and resources are available for performance of the services.
- 7** The Township of Perry reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.
- 8** The Township of Perry reserves the right to reject any or all proposals after evaluation. Considerations of budgeted allocation will be completed. If the bids exceed the budget allocation the Township of Perry may cancel the Quotation. The Lowest quotation or any quotation not necessarily accepted. Rejection of all quotation will mean that the Township of Perry, in its own best interest at the time, has determined not to pursue the acquisition.
- 9** Bidders who submit a proposal to the Township of Perry in response to this RFQ must be licensed and certified to provide the items and services in Ontario.
- 10** Any proposal not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.


RFQ 2025-013 Porta Potty

| Bidder Information: | | The following Section must be completed by the Bidder | |
|----------------------------|--------------|---|--|
| Bidder Name : | | | |
| Bidder Address: | | | |
| | | | |
| | | | |
| Telephone #: | | Email address: | |
| Anticipated delivery date: | | Quotation Date: | |
| | Contact Name | | |
| Business No.: | Signature | | |

Acknowledge of Addenda

Addenda Number

Addenda Date

| | | | | |
|--|--|--|-------------------------|-------------------------------|
| REQUESTER INFORMATION | |  | RFQ Closing Date | |
| Department: | Parks & Recreation | | 10-Sep-25 | |
| Location: | 1695 Emsdale Road | | 12:00pm | |
| Telephone #: | 705-636-5941 | | RFQ NO. | |
| Fax #: | 705-636-5759 | | 2025-013 | |
| Contact: | kim.sequin@townshipofperry.ca | | | |
| Address for Service | | | | |
| Various Locations with the Township of Perry outlined below | | | | |
| Option 1 for Quotation of Goods & Services Description | | | | Total Price CDN \$ |
| Porta Potty Rentals and servicing | | | | |
| Rental of one wheelchair accessible washroom with hand sanitizer station From May 1, 2026 - year round rental On a weekly cleaning schedule 2 times per week Located at the Municipal Office 1695 Emsdale Road, Emsdale | | | | |
| Rental of two washrooms with hand sanitizer station From May 1, 2026 - year round rental On a weekly cleaning schedule 2 times per week Located at the Municipal Office 1695 Emsdale Road, Emsdale | | | | |
| Rental of one washroom with hand washing sink/or hand sanitizer From second Monday in May 2026 to the third Friday in October 2026 On a weekly cleaning schedule Located at the Bay Lake Boat Launch 15 North Bay Lake Road, Emsdale | | | | |
| Rental of one washroom with hand washing sink/or hand sanitizer From second Monday in May 2026 to the third Friday in October 2026 On a weekly cleaning schedule Located at the Clear Lake Park 189 Churchill Gardens Road, Emsdale | | | | |
| Rental of one washroom with hand washing sink/or hand sanitizer From second Monday in May 2026 to the third Friday in October 2026 On a weekly cleaning schedule Located at the Brook's Falls 690 Deer Lake Road, Emsdale | | | | |
| Comment for any additional fees | | | | |
| Total Amount before Taxes | | | | |
| Option 2 for Quotation of Services Description | | | | Total Price CDN \$ |
| Servicing of Township Owned Porta Potty | | | | |
| Servicing of one wheelchair accessible washroom with hand sanitizer station From May 1, 2026 - year round rental On a weekly cleaning schedule 2 times per week Located at the Municipal Office 1695 Emsdale Road, Emsdale | | | | |
| Servicing of two washrooms with hand sanitizer station From May 1, 2026 - year round rental On a weekly cleaning schedule 2 times per week Located at the Municipal Office 1695 Emsdale Road, Emsdale | | | | |
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| Comment for any additional fees | | | | |
| Total Amount before Taxes | | | | |