



**Request for Proposal (RFP)
RFP-01-2026**

Poly Water Tank for Tandem Trucks

Issue Date: Monday April 13, 2026

Closing Date: Thursday April 30, 2026

Contact: Brittany McCaw, CAO/Treasurer
Municipality of Highlands East
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Introduction

The Municipality of Highlands East is requesting proposals from qualified professionals for a 2600-gallon poly water tank with built in, slide in features and attached pump.

Intent of Proposal

Obtain proposals from qualified professionals for a poly water tank for use in the Public Works Department for watering purposes.

Overview of the unit to be included in the RFP:

- The unit shall be a commercial/industrial and heavy-duty frame and tank intended for year-round use.
- The structural members of the tank frame shall be made using structural tubing.
- The poly tank support plates should provide complete support along the entire length of the poly tank.
- The cradle shall include thick structural steel plates on each tank legs.
- The frame shall consist of hoops that attach to the steel plates.
- Self-loading drive under frame slide in style tank.
- Unit shall be built to fit a Viking-Cives box model # PL1415HW.

Features and Dimensions of the unit:

- Capable of extensions being attached onto both ends of the gravity bar via 3" cam lock connection.
- The unit shall include a steel front plate to slide into the front material gate to keep the skid frame horizontally and vertically stable during use.
- To secure the rear of the slip in tank in the U body, the unit shall utilize the tailgate latches as well as safety chains.
- The tank itself shall be a rotational molded elliptical low profile HDLPE (high density linear polyethylene) with a specific gravity rating of not less than 1.5. Multiple tank configurations are not accepted.
- Elliptical or round dependent on the manufacture and style of the tank.
- Overall height including all venting and hoses shall not exceed 149".
- Maximum overall width of the tank shall be 82".
- Maximum overall length of the tank shall be 155". The length may be longer than 155", this will depend on the manufacture type and style of tank.
- Unit shall have a heavy duty fully welded skid frame manufactured to fit in customers truck box complete with heavy duty steel wheels to assist in loading and unloading of the unit.
- Heavy duty wheels optional dependent on the manufacture type and style of the skid frame.
- Bidder to supply and install a gasoline powered water pump. The water pump shall have a gas engine with a 3" manifold suction discharge. All valves shall be full port flange style.
- All metal parts of skid frame are to be powder coated black.

Poly Tank, Auxiliary Systems, and Instruments

- The tank itself shall be a rotational molded elliptical low profile HDLPE (high density linear polyethylene) with a specific gravity rating of not less than 1.5. Multiple tank configurations are not accepted.
- All pipes, valves and fittings shall be Sch80 PVC, glass filled polypropylene and be rust resistant.
- All polypropylene valves and fittings shall be Banjo brand full port flange style with stainless steel clamps and neoprene gaskets. No substitutes.
- Material application bars (to be manufactured from Sch 80 PVC).
- Tank shall be 2600 US gallons.
- Tank shall include the Liquid surge Stabilizer Baffling System (no exceptions) and shall be completely installed in accordance with the manufacturer's recommendations.
- All pneumatic and electrical connections on the slip-in unit shall be equipped with quick connect connections to properly mate with the connectors to be mounted in a convenient location at the rear of the tank.

Gravity Boom

- One only 8' x 3" gravity boom complete with 3 rows of 3/8" holes on 2" centres with each row offset to create a zigzag pattern.
- Gravity boom to be capped at each end with 3" cam lock poly caps.
- Gravity boom to be controlled by a 3" spring return pneumatic actuated valve complete with in-cab switch and disconnect fitting located on the pintle plate at the rear of the truck.

Safety

- Bidder shall supply and install mounted strobe light on the top of the unit complete with amber lens and in cab switch.
- Tank shall be designed in such a way that it will be easily loaded and unloaded without the assistance of other equipment.
- Tank to be set up for ease of loading and unloading dependent on the manufacture of the unit.
- Tank skid frames shall include front fold down legs and shall have heavy gauge metal to safely secure the tank for storage. Legs shall fold up and stow under the skid frame when tank is in use. Tank skid frames may also have a different style and form for removing and loading of the tank into the Municipal truck.
- Tanks shall have 2" conspicuity tape (3M 982-10) on the rear facing metal frame.
- Clear markings shall be required for all in-cab switch labels. All switch labels shall be engraved-Demo type stick-on labels are not acceptable.

Warranty

- The slip-in tank and all components shall come with a minimum of 1-year parts and labour full warranty.

Timelines

- Issue of RFP: April 13, 2026
- Deadline for Submission: April 30, 2026

Proposal Requirements

The bidder's proposal must contain at least, but is not necessarily limited to, the following:

- A full description of the product contained within the proposal.
- All-inclusive specification sheet for the proposed item.
- All current safety regulations associated with the proposed item.
- All warranties and maintenance items associated with the proposed item.

All Municipal information provided is not to be used for any purpose other than for this project without the written permission of the Municipality.

All inquiries pertaining to this proposal are to be addressed to the Public Works Manager:

Perry Kelly, CRS-S
Public Works Manager
Municipality of Highlands East
perrykelly@highlandseast.ca
Cell: 613-334-1300

Invoicing

The Municipality's standard terms of payment are net thirty (30) calendar days from the date of invoice. Preferred method of payment is Electronic Funds Transfer (EFT) or cheque. The proposal should outline any payment schedule in terms of milestones.

Changes to Proposal

Bidders may not make modifications to their submissions after the closing date except as may be allowed by the Municipality.

Municipality's Use of Proposal

The Municipality may reproduce the vendor's proposal and any supporting documentation for internal use only.

Errors and Omissions

The Municipality will not be held liable for any errors or omissions in any part of this RFP. While the Municipality has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve companies from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Should a bidder find omissions from, or discrepancies in, any of the proposal documents or should the bidder be in doubt as to the meaning of any part of such documents, the bidder should notify Brittany McCaw, CAO/Treasurer, in writing, without delay. If the Municipality considers that a correction, explanation, or interpretation is necessary or desirable, an addendum will be issued and posted on the Municipality's website.

No oral explanation or interpretation will modify any of the requirements or provisions of the proposed documents.

All questions, errors or omissions must be brought to our attention no later than five (5) days prior to closing of the request for proposal.

Addenda

If required, addenda will be posted on the Municipality's website. www.highlandseast.ca
It is the bidder's responsibility to ensure all addenda have been read and noted.

Vendor Expense

Any expenses incurred by the bidder in the preparation of the proposal submission are entirely the responsibility of the bidder and will not be charged to the Municipality.

Acceptance or Rejection of Proposal

The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons.

Notwithstanding and without restricting the generality of the statement immediately above, the Municipality will not be required to award and accept a proposal:

- When only one (1) proposal has been received as a result of the current Request for Proposals.
- Based on price (i.e.: the lowest price).
- When all proposals received fail to comply with the specifications or proposal terms and conditions; and/or
- Where a change in the scope of work or specifications is required.

The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any bidder by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal except as provided in the proposal document.

Notwithstanding the provisions of the request for proposal, the Municipality shall not be liable for damages or liquidated damages arising from the termination or postponement of any proposal released or contract entered into with a bidder, if and to the extent that its delay in performance or other failure to perform the obligations under the contract, is the result of an event of force majeure.

Force majeure means an event beyond the control of the Municipality and not involving the Municipality's fault or negligence and not foreseeable. Such events may include, but not restricted to fire, flood, natural disaster, pandemics, epidemics, plague, and quarantine restrictions.

If a force majeure situation arises, the Municipality shall promptly notify any bidders of such conditions and cause thereof. The Municipality shall at its sole discretion determine whether to terminate or postpone any tender or contract either released or entered into with a bidder.

Proposal Award Procedures

Submissions will be reviewed by the Municipality of Highlands East with a decision to be made within ten (10) working days of the RFP closing. The Municipality will notify the successful proponent of the award at this time.

The Municipality will notify the successful proponent of the award by telephone and written notice.

Following acceptance of the proposal by the Municipality, the successful bidder will provide the Municipality with any required documents within seven (7) working days of the date of notification of award.

Regulation, Compliance and Legislation

The successful bidder will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

Cancellation

The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the bidder should not honour the bid price or fail to perform any provision of this award, the Municipality, after three (3) days, written notice to the bidder, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the bidder. Continued failure of the vendor to execute the work properly will result in termination of the contract. The Municipality will provide written notice of termination.

The Municipality may elect to terminate the contract if the original terms and conditions are significantly changed, giving thirty (30) days written notice to the bidder. Either party may terminate the contract by giving the other party sixty (60) days written notice, giving reasons acceptable to the other and subject to approval by both parties involved in the contract.

Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

Freedom of Information

Any personal information required on the proposal form is received under the authority of the Municipality of Highlands East. This information will be an integral component of the quote submission. All written proposals received by the Municipality become a public record. Once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56 as amended, should be directed to:

Brittany McCaw, CAO/Treasurer
Municipality of Highlands East
2249 Loop Road
PO Box 295
Wilberforce, ON K0L 3C0
T: 705-448-2981 Ext 429
F: 705-448-2532

Confidentiality of Understanding

The successful proponent and its employees may have access to information confidential to the Municipality. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law. The successful proponent agrees that it and its employees who have access to this information will not either, during the term of the agreement, or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful proponent's behalf or on behalf of any third party, any such information.

The obligations of this section survive the expiration or termination of this agreement indefinitely.

Ownership

The information and documentation that are a product of this award by the successful proponent, will become the exclusive property of the Municipality. However, intellectual property, such as specific tools, templates, processes, etc. that the bidder has provided as part of the deliverables for this project remains the property of the bidder and they are free to use any of such material in other contexts and with future clients.

Proposal Submission

Sealed submissions, clearly marked "**Request for Proposal – Poly Water Tank for Tandem Trucks**" are to be received by no later than 12:00 p.m. on Thursday April 30, 2026, at the main office located at:

Municipality of Highlands East
2249 Loop Road
PO Box 295
Wilberforce, ON K0L 3C0
Attn: Brittany McCaw, CAO/Treasurer

