

## Request For Quotes - Services

### Project Name:

Roadside herbicide application for invasive European Common Reed, Phragmites (*Phragmites australis* subsp. *australis*), within municipal road allowances and drainage ditches.

### RFQ Closing Date:

**June 4th, 2026, 4 pm local time**

### Invitation to Respondents

Quinte Conservation (QC), in partnership with the City of Belleville and The Corporation of the County of Prince Edward (PEC), is inviting written quotations from qualified and licensed contractors (“Respondents”) to provide roadside herbicide application services for the control of invasive Phragmites (*Phragmites australis* subsp. *australis*). The work will take place within municipal road allowances and roadside drainage ditches across the Quinte Region Phragmites Management Area (QRPMA).

The successful Respondent will enter into a service agreement with QC for the provision of the services described in this RFQ and Annex A – Statement of Work.

This RFQ is not a tender and does not constitute an offer to contract.

### Submission Requirements

Respondents must submit one (1) electronic PDF quotation by email prior to the Submission Deadline. Late submissions will not be considered.

Submissions must include the following mandatory information:

- Proof of a valid Ontario Pesticide Operator Licence
- Proof of a valid Exterminator Licence (Industrial Vegetation class) issued under Ontario Regulation 63/09, or documentation demonstrating exemption
- Proof of Integrated Pest Management (IPM) accreditation (if applicable)
- Proof of Workplace Safety and Insurance Board (WSIB) clearance
- Proof of insurance with a minimum of \$2,000,000 Commercial General Liability coverage
- Spill Response Plan
- Traffic Control Plan suitable for roadside operations
- Description of relevant experience with roadside or linear invasive plant management
- Completed pricing table as outlined in Section 8

Failure to submit all mandatory documents may render the quotation non-compliant.

## Project Background

European Common Reed (Phragmites) is an invasive perennial grass that aggressively colonizes roadsides, drainage ditches, and transportation corridors. It reduces drainage capacity, compromises road safety and visibility, displaces native vegetation, and spreads rapidly along linear infrastructure through equipment movement and disturbance.

Management of roadside Phragmites is a priority action within the QRPMA to limit further spread, protect infrastructure, and support broader regional control efforts.

## Scope of Work (Summary)

The Contractor will supply labour, equipment, herbicides, and materials required to complete a one-time, targeted herbicide application to designated roadside Phragmites sites. Work will occur in both dry and wet ditch conditions.

Detailed requirements are provided in Annex A – Statement of Work.

## Timing of Work

Spraying is anticipated to occur between late August and mid-October of the contract year, subject to suitable weather conditions and plant phenology.

Work shall generally occur Monday to Friday during hours permitted by municipal by-laws. Weekend or holiday work requires prior written approval.

## Equipment and Application Requirements

- Application methods may include spray truck with hose and reel, backpack sprayers, or other appropriate low-pressure, high-volume systems
- Equipment must allow for precise, selective canopy-targeted application and individual nozzle control
- All equipment must be properly calibrated and compliant with herbicide label requirements
- Mixing and loading shall occur in locations where spills will not enter waterbodies or drainage channels
- Equipment and vehicles must be inspected and cleaned as needed to minimize the risk of invasive species spread

## Pricing

Pricing must be all-inclusive and provided in Canadian dollars, excluding HST (which shall be itemized separately). Prices must include:

- Labour and supervision

- Herbicides and adjuvants
- Equipment and transportation
- Traffic control and notification signage
- Reporting and data delivery
- Insurance and overhead

Respondents shall provide unit prices on a cost per square metre (m<sup>2</sup>) basis, separated by wet and dry conditions if applicable, and broken down by municipality using the pricing schedule provided in Annex B.

## Reporting and Deliverables

The Contractor will provide:

- GPS track files showing treated areas
- Area treated (m<sup>2</sup>) for each site
- Volume and type of herbicide applied
- A brief final summary report suitable for record-keeping and mapping

Digital spatial data must be compatible with common GIS formats.

## Evaluation of Quotations

Quotations will be evaluated based on the following criteria:

- Compliance with mandatory submission requirements
- Relevant experience and qualifications
- Suitability of equipment and application approach
- Traffic control and spill response planning
- Price

QC is not obligated to accept the lowest-priced submission and reserves the right to accept or reject any or all quotations.

## Insurance and Liability

The successful Respondent must maintain, for the duration of the contract, insurance coverage acceptable to QC, including:

- Commercial General Liability insurance with a minimum limit of \$2,000,000 per occurrence
- Coverage for environmental impairment and pesticide application activities

Certificates of insurance must be provided prior to contract execution.

## Terms and Conditions

- QC reserves the right to cancel or amend this RFQ at any time
- This RFQ does not create a binding contract or tendering process
- All costs incurred in preparing a quotation are the responsibility of the Respondent

- The Contractor is responsible for compliance with all applicable federal and provincial legislation, regulations, and pesticide label requirements

### For further information, please contact:

Daniel Butler, *Invasive Species Technician*

[dbutler@quinteconservation.ca](mailto:dbutler@quinteconservation.ca)

343-645-3311 or 613-968-3434 ext. 113

### Location:

City of Belleville, Roadsides

Belleville, Ontario

The Corporation of the County of Prince Edward, Roadsides

Prince Edward County, Ontario

### Description of services required:

Please refer to the Statement of Work at Annex "A"

### Payment schedule:

QC will make progress payments in accordance with the payment provisions of the service contract (see schedule below) for cost incurred in the performance of the Work.

| Task Description  | Percentage of Payment | Date                                  |
|---|-----------------------|---------------------------------------|
| Spray application Completion  | 60%                   | Upon invoice receipt after Completion |
| Provision of report on volume of herbicide applied and digital file of GPS tracking application pathway and areas sprayed | 40%                   | November 30 <sup>th</sup> , 2026      |

A quotation must comply with all requirements of the request for proposal to be declared responsive. The responsive quotation with the lowest evaluated price will be recommended for award of a service contract (contract). QC reserves the right to reject all proposals received regardless of price.

## Annex A: Statement of Work

The objective of this work is to complete a one-time, targeted herbicide application to priority roadside infestations of invasive Phragmites (*Phragmites australis* subsp. *australis*) within the City of Belleville and Prince Edward County.

### Summary of Estimated Treatment Areas

Treatment areas consist of mapped roadside and roadside drainage ditch infestations located entirely within municipal road allowances. Sites include both dry or damp ditches and wet ditches with standing water for all or most of the year.

Final site maps and a geospatial dataset (point or polygon features with unique IDs) will be provided to the selected Contractor before mobilization. Areas provided are estimates and may be adjusted slightly in the field based on access, safety, or site conditions.

Treatment Area Information:

| Municipality         | Dry / Damp Area (m <sup>2</sup> ) | Wet Area (m <sup>2</sup> ) | Total Area (m <sup>2</sup> ) |
|----------------------|-----------------------------------|----------------------------|------------------------------|
| City of Belleville   | ~49,932                           | ~3,817                     | ~53,749                      |
| Prince Edward County | ~8,774                            | ~2,851                     | ~11,624                      |
| <b>Total</b>         | <b>~58,706</b>                    | <b>~6,668</b>              | <b>~65,374</b>               |

## Annex B: Pricing Schedule

Respondents must complete the pricing table below. All pricing shall be provided in Canadian Dollars, exclusive of HST (HST must be shown separately).

Quantities provided below are estimates only and are intended for evaluation purposes. Actual treated areas may vary slightly based on final site confirmation and field conditions.

| Municipality                              | Condition  | Estimated Area (m <sup>2</sup> ) | Unit Price (\$/m <sup>2</sup> ) | Extended Price (\$) |
|---|------------|----------------------------------|---------------------------------|---------------------|
| City of Belleville                        | Dry / Damp | 49,932                           |                                 |                     |
| City of Belleville                        | Wet        | 3,817                            |                                 |                     |
| <b>City of Belleville Subtotal</b>        |            | <b>53,749</b>                    |                                 |                     |
| Prince Edward County                      | Dry / Damp | 8,774                            |                                 |                     |
| Prince Edward County                      | Wet        | 2,851                            |                                 |                     |
| <b>Prince Edward County Subtotal</b>      |            | <b>11,624</b>                    |                                 |                     |
| <b>Total (excluding HST)</b>              |            | <b>65,374</b>                    |                                 |                     |
| HST (13%)                                 |            |                                  |                                 |                     |
| <b>Total Quoted Price (including HST)</b> |            |                                  |                                 |                     |

## Pricing Notes

- Unit prices shall be fixed for the duration of the contract term unless otherwise agreed to in writing.
- The evaluation of pricing may be based on the total evaluated price, calculated using the estimated quantities above.
- QC reserves the right to add, remove, or adjust sites prior to execution of the agreement. Any changes in quantities will be paid at the corresponding unit prices submitted.
- Invoices shall clearly reference treated areas (m<sup>2</sup>), municipality, condition (dry/damp or wet), and applicable unit prices.

Failure to complete the pricing table in full may result in the quotation being deemed non-responsive.