



**REQUEST FOR TENDER  
RFT NO. 2025-05**

**THE TOWNSHIP OF ARMSTRONG IS SEEKING A QUALIFIED SUPPLIER TO DELIVER 1225 TONNES OF WINTER SCREENED SAND, WITH A PARTICLE SIZE OF NO GREATER THAN 10 MM. THE MATERIAL IS TO BE DELIVERED AND SPREAD AT THE FRONT OF THE SALT/SAND SHED ON CHURCH ROAD.**

**SEALED TENDERS**, clearly marked as to contents, will be received by the Township on:

**Thursday, October 9, 2025 at 2:00pm**

**FORMS** may be obtained by visiting the website at [Township of Armstrong - Home \(armstrongtownship.com\)](https://armstrongtownship.com), the Township of Armstrong Municipal Office, 35 Tenth Street, Earleton, Ontario, P0J 1E0, during normal business hours Monday to Friday (8:00 am – 4:00 pm) or as requested by e-mail at [roads@armstrong.ca](mailto:roads@armstrong.ca).

**ADDRESS:** Township of Armstrong  
Municipal Office  
35 Tenth Street  
P.O. Box 546  
Earleton, ON P0J 1E0  
Phone: 705-563-2375

**LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED BY THE  
MUNICIPALITY.**

# **Tender for Supply and Delivery of Winter Sand**

## **Township of Armstrong**

**Tender No:** 2025-05

**Closing Date:** October 9, 2025, at 2:00 PM

**Delivery Date:** By October 31, 2025

**Submission Instructions:** Sealed bids must be submitted by the closing date. Submissions via email should have “Tender for Winter Sand” in the subject line.

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### **1. General Information**

The Township of Armstrong is seeking a qualified supplier to deliver 1225 tonnes of winter screened sand, with a particle size of no greater than 10 mm. The material is to be delivered and spread at the front of the Salt/Sand Shed on Church Road.

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### **2. Scope of Work**

- Supply 1225 tonnes of winter sand.
  - Screen size no larger than 10 mm.
  - Delivery and spreading of sand at the Salt/Sand Shed on Church Road.
  - All work must be completed by **October 31, 2025**.
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### **3. Instructions to Bidders**

- Bids must be submitted sealed or by email on the attached Bid Sheet, with the subject line “Tender for Winter Sand.”
  - Closing Date: All bids must be submitted no later than 2:00 PM on October 9, 2025.
  - The successful bidder should be notified within 5 business days of the closing date.
  - All bids must be valid for a minimum of 60 days.
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#### **4. Submission Details**

**Sealed Submission Location:**

Township of Armstrong Municipal Office  
35 10th Street East  
P.O. Box 546  
Earlton, ON, P0J 1E0

**Email Submission:**

roads@armstrong.ca

**Contact for Clarifications:**

Caleb Fotheringham, Public Works Superintendent  
Phone: 705-648-4112  
Email: caleb.fotheringham@armstrong.ca

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#### **5. Bid Irregularities**

The Township reserves the right to reject any or all bids, including those received after the deadline or those that do not comply with the tender requirements. In accordance with the Township's procurement bylaw, irregularities will be handled as per **Appendix B: Bid Irregularities** of the procurement bylaw.

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#### **6. Required Documents for Submission**

Bidders must include the following documents:

1. Bid Sheet (provided below)
  2. Proof of Liability Insurance (minimum of \$5 million)
  3. WSIB Clearance Certificate
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#### **7. Payment Terms**

Payment will be made within **30 days** of receipt of the invoice after successful completion and inspection of the work by the Township.

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## **8. Additional Information**

- Lowest or any tender not necessarily accepted.
  - The Township of Armstrong is committed to an accessible procurement process. Vendors should ensure that their bid aligns with accessibility guidelines for all services and materials supplied.
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**Bid Sheet**  
**Tender: Supply and Delivery of Winter Sand**  
**Tender No: 2025-05**  
**Closing Date:** October 9, 2025, at 2:00 PM

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Item	Quantity	Unit Price (Excl. HST)	Total Price (Excl. HST)
Supply and delivery of winter sand	1225 tonnes	\$ _____	\$ _____
HST (13%)			\$ _____
Total Price (Incl. HST)			\$ _____

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**Company Information**

**Company Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

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**Authorized Signature**

By signing below, the contractor:

- Confirms they have reviewed the tender, scope of work, and all terms and conditions
- Offers to enter into a contract if selected, in accordance with the tender documents
- Acknowledges that this bid, if accepted by the Township, shall form a binding agreement
- Confirms the following documents are attached:
  - ☐ Liability Insurance Certificate (Minimum \$5 million)
  - ☐ WSIB Clearance Certificate

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**OFFERED ON BEHALF  
OF THE CONTRACTOR**

**ACCEPTED ON  
BEHALF TOWNSHIP OF ARMSTRONG**

Name \_\_\_\_\_  
(print)

\_\_\_\_\_  
Caleb Fotheringham, Public Works Superintendent

Signature \_\_\_\_\_

\_\_\_\_\_  
Dan Thibeault, CAO/Clerk-Treasurer

Date \_\_\_\_\_

Date \_\_\_\_\_

*Note: The above, when signed and offered by the Contractor, shall constitute a formal and binding Contract when accepted by and signed on behalf of the Township.*