



Request for Quotes

Ganaraska Forest Trail Grading

October 16, 2025

General

This Request for Quotes is an invitation to prospective contractors to provide written quotes to grade Ganaraska Forest recreational trails.

1.0 Introduction

The Ganaraska Region Conservation Authority (GRCA) is looking to retain an excavation company to improve multi-use recreational trail surfaces within the Ganaraska Forest using appropriate equipment.

2.0 Scope of Work

Using appropriate equipment, trails must be graded to ensure:

- Removal of “whoops” (uneven/undulating trail surfaces) that have been created by motorized traffic.
- Crowned to encourage water to move off trail and reduce ponding.
- Proper water drainage/spillway to reduce erosion/water running down slope.
- Sides of trail left with limited windrows/berms.
- No large rocks or ridges left on travelled portion of trail surface.

3.0 Special Considerations

3.1 Timing

The work is to be completed by November 28, 2025. An estimated 5 to 10 days of work is required.

3.2 Contractor Requirements

- Registered business with trail or road grading work.
- Apply for road occupancy permits from local municipalities if required.
- Be responsible for notifying Forest Users aware of the active worksite in the Ganaraska Forest.
- Have no conflict of interest with the Ganaraska Region Conservation Authority or the Ontario Federation of Snowmobile Club.
- Ensure that all employees or subcontractors are fully qualified, trained, and aware of their responsibilities while working with GRCA.
- Download and utilize the Ganaraska Forest Trail Map web applications provided by the GRCA.
- Communicate with and report progress to GRCA staff daily.

3.3 Work Location

- Maps of the trails to be graded are found as an attachment.

3.4 Site Meeting

- Upon request, a site meeting can be arranged with staff before submitting the quote. Please contact Ed Van Osch, Forest Recreation Technician at 905-885-8173 x 325 or evanosch@grca.on.ca to arrange a meeting.

4.0 General Quote Submission Requirements

One document ("the quote") shall be submitted that includes the following information:

- Details of what equipment will be used and how trails will be graded to meet the requirements outlined in the "Scope of Work."
- Examples of past trail or road work.
- Contact person and phone number.
- Project cost listed at an hourly rate per equipment and operator, float cost separate. HST listed at a separate item.
- Sub-contractor (if any) to be used and their role.
- A valid Workplace Safety and Insurance Board (WSIB) Certificate of Clearance or WSIB independent contractor form.
- Proof of insurance (\$5-million liability) to the satisfaction of the Ganaraska Region Conservation Authority. If selected, the Ganaraska Region Conservation Authority would be named as an additional insured.

The total document proposal length shall be a maximum of four pages (not including pictures). It is the contractor's responsibility to ensure that the entire scope of work, as described in this document, is included in the quote.

Quote submissions are to be emailed as a single PDF less than 10MB to Pam Lancaster, Conservation Lands Coordinator at plancaster@grca.on.ca.

5.0 Payment

- Upon completion of work, the contractor shall notify the GRCA of the completion and schedule a site visit with GRCA staff to confirm acceptance of the work. Payment will be within 30 days of written acceptance of the work, as determined from the site visit or a subsequent site visit if acceptance of the work is not given.
- All additional work requires GRCA authorization. No extra costs will be paid for unless approved in writing by the Conservation Lands Coordinator, prior to the extra work being undertaken.

6.0 Quote Schedule

<u>Quote Due:</u>	<u>Tuesday, October 28, 2025, 4:30 p.m.</u>
<u>Tentative Award Date:</u>	<u>Monday November 3, 2025</u>

7.0 Project Contact:

Pam Lancaster, B.Sc.
Conservation Lands Coordinator
Ganaraska Region Conservation Authority
2216 County Road 28
Port Hope, ON L1A 3V8
905-885-8173 x 322
plancaster@grca.on.ca

If Pam Lancaster is not available, please contact
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