



Westlake Watershed District

WLWD

Box 33, 18 Railway Ave
Alonsa, MB, R0H 0A0
Phone: (204) 767-2101
Fax: (204) 767-2044
Email: manager@westlakewd.ca
Website: westlakewd.com

Re: Tender Contract and Instructions Hourly Rental Rates for Various Equipment

Bid rates are being requested for the following equipment:

Trucks and Transporting Equipment
Loaders – Rubber, Skid Steer, backhoe, compact track
Hydraulic Excavators – Tracked, Mini (Rubber)
Crawler Tractor
Other Equipment (ex. laser level, mulcher, other attachments or equipment not identified above)

Submission Conditions

1) Bid Submission

Below are the special provisions for the above noted bid. If you are interested in tendering rates, **please read all instructions**, and drop off or mail sealed bid with *Tender Sheet (page 6), Equipment List Pages (pages 7-8), Proof of Insurance, and Worker's Compensation only* by **March 31, 2026** to:

Westlake Watershed District
18 Railway Ave; Box 33
Alonsa, MB; R0H 0A0
Ph: (204)-767-2101
Fax: (204)-767-2044

2) Owner Information

All equipment bid(s) must be identified; in writing in the bid submission, by registered owner, complete address, contact telephone number(s) and be signed and dated.

3) Equipment Information

All equipment tendered must be identified, in writing in the bid submission, by make, model, serial number, the year manufactured along with the rate/hour, or the bid submission may be rejected.

4) Workers Compensation

The Contractor shall be registered with the Workers Compensation Board and maintain the appropriate coverage while providing services for the Westlake Watershed District.

5) Insurance

The Contractor shall provide a Certificate of Insurance showing the types of coverage carried, the minimum limits of coverage, the name of the insurer(s), the policy number(s), and the policy term. Please note that Westlake Watershed District requires the contractor to carry a minimum of \$2,000,000.00 commercial general liability insurance while performing work for Westlake Watershed District.

6) Exclusion

Please note that these bid rates will be used for projects that only require equipment hours up to an estimated \$20,000.00 value. Any projects that require additional materials or are estimated to be over \$20,000.00 will be available to quote or tender individually. These opportunities can be found on the Westlake Watershed District website at www.westlakewd.com, under the RFQ's and Job Opportunities tab. All opportunities to quote or tender specific projects will be posted on Mondays.

7) Contacts

Should you have any questions, please contact:

Lindsay Cherpin, Manager Westlake Watershed District

18 Railway Ave.

Alonsa, MB R0H 0A0

Email: manager@westlakewd.com

Office: (204)767-2101

Cell: (431)738-1704



Westlake
Watershed
District

TENDER CONTRACT
HOURLY RENTAL RATES
FOR VARIOUS EQUIPMENT

1) INTENT

This Bid is to establish pay rates and a hiring order for various equipment types for Equipment Rental Rates, for the fiscal year April 1st to March 31st.

2) LOCATION OF WORK

The location of work shall be within the various Sub Districts comprising the Westlake Watershed District.

3) BASIS FOR EQUIPMENT HIRING

Equipment/contractor will be hired on the basis of the bid hourly rental rate. Contractor selection will be by board discretion based on bid rates, performance history and availability. In the event that the selected bidder is not available when required, the next bidder will then be contacted. The Westlake Watershed District will also consider the location of the job in relation to the contractors who have submitted tenders and will make every attempt to be equitable to all, if deemed reasonable by the District.

4) OBLIGATION OF THE WESTLAKE WATERSHED DISTRICT

This bid *shall not* be interpreted by the Contractor as an obligation on the part of the Westlake Watershed District to provide work, or as a representation that work is available. Work, if and when available, will be assigned in accordance with the terms and conditions of this Bid.

5) COSTS INCLUDED IN BID HOURLY RENTAL RATES

Bid hourly rental rates will include all costs associated with the supply and operation of the equipment.

6) EQUIPMENT RELIABILITY

Equipment which shows a history of breakdowns and/or not reporting for work or of being substituted for will not be hired until it has been re-evaluated by the Westlake Watershed District board.

7) INSURANCE

The Contractor shall, at their own cost, provide and maintain the following insurance coverage:

Motor vehicle liability insurance, with minimum coverage limits of \$2 million per occurrence, on all vehicles or equipment required to be licensed under the Highway Traffic Act.

Commercial general liability insurance with minimum coverage limits of \$2 million per occurrence, on all vehicles or equipment not required to be licensed under the Highway Traffic Act.

- a) The general liability insurance coverage shall include coverage for all operations.
- b) The coverage shall be placed with licensed individuals capable of authorizing this insurance in Manitoba.
- c) The Contractor shall provide Certificates of Insurance, satisfactory to the Westlake Watershed District, as evidence of required insurance coverage.

8) INDEMNITY

The Contractor shall use due care in the performance of the obligations under this Agreement to ensure that no person is injured, no property is damaged or lost, and no rights are infringed.

The Contractor shall be solely responsible for:

- a) Any injury to persons (including death), damage or loss to property or infringement of rights caused by, or related to, the performance of this Agreement or the breach of any term or condition of this Agreement by the Contractor, or the officers, employees or agents of the Contractor; or
- b) Any omission or wrongful or negligent act of the Contractor, or of the officers, employees, or agents of the Contractor.

The Contractor shall save harmless and indemnify the Westlake Watershed District, its employees and board members from and against all claims, liabilities and demands with respect to clauses (a) and (b).

9) OWNERS OF EQUIPMENT AND THEIR EMPLOYEES

The Contractor, owner, owner/operator and/or operator of the equipment supplied under this Bid shall be considered an independent contractor who will work under the direction of the Westlake Watershed District Manager or designate.

10) SUSPENSION AND REMOVAL FROM LIST

Suspension from the accepted contractor list may be made by the Westlake Watershed District Board, for any failure on the part of the Contractor to meet any of the obligations in this Tender Contract and shall include, but shall not be limited to:

- a) Equipment mechanical condition;
- b) Operator's attitude, ability, or actions;
- c) Failure to abide by the Westlake Watershed District Respectful Workplace Policy;
- d) Failure to report to an assigned work site;
- e) Failure to report to the work site at the assigned time;
- f) Low productivity (at sole determination of the WLWD Board.)

Removal from the list may result from repeated instances of unacceptable performance at the sole discretion of the Westlake Watershed District Board.

11) SAFETY REQUIREMENTS

Contractors (and their employees) hired by the Westlake Watershed District shall familiarize themselves with and abide by any and all requirements with regard to personal protective equipment and all standards pertinent to the supply and safe operation of equipment, as required by any and all applicable Federal and Provincial Laws, Acts, Orders and Regulations in force at the time this Tender Contract is accepted, or which may subsequently be enacted.

12) WORKERS COMPENSATION BOARD

The Contractor shall be registered with and be in good standing with the Workers Compensation Board and is responsible for covering any employees hired.

13) RESPECTFUL WORKPLACE POLICY

Contractors will be provided with a copy of the Westlake Watershed District Respectful Workplace Policy and will be expected to abide by the policy.

14) TAXES

GST/PST: All bid rates should exclude taxes

TENDER SHEET

BID FOR HOURLY RATES FOR VARIOUS EQUIPMENT

**WESTLAKE WATERSHED DISTRICT
2026/2027 SEASON**

**RETURN THIS PAGE, PROOF OF INSURANCE, WORKER'S COMPENSATION, AND COMPLETED
EQUIPMENT LIST(S) ONLY, IN A SEALED ENVELOPE TO THE OFFICE, IN PERSON OR BY
MAIL**

DUE: March 31, 2026

Name Registered Owner of Business

Workers Compensation Reg. No.

Legal Business Name

Equipment Location

Address - Box No.

Town - Postal Code

Telephone Number (Cell or Home)

E-mail

Insurance Company & Policy No.

GST No.

*NOTE: All information on this page and the Equipment List bid page must be completed or the bid may not be considered.

CONTRACTOR ACKNOWLEDGEMENT

I hereby agree to provide the equipment noted on the Equipment List(s) for service to Westlake Watershed District at the Hourly Rate(s) specified. I understand that there is no fixed amount of work, that I may be called upon from time to time, as work becomes available. In addition to rate; performance history, project location and availability of Contractor may be considered. The Request for Bid and this Tender Submission shall be deemed to be incorporated in and to form a part of any request for services whether written/oral.

I acknowledge that I have received a copy of, and will abide by the Westlake Watershed District Respectful Workplace Policy.

Signature of Registered Owner(s)

Signature of Registered Owner(s)

Date

Date

TENDER HOURLY BIDS
Hourly Rental Rates for Various Equipment for WESTLAKE WATERSHED DISTRICT

EQUIPMENT	MAKE	MODEL	YEAR	ATTACHMENT	HOURLY RATE WITH ATTACHMENT

Additional Notes:

Westlake Watershed District				Policy Directives	
Section # 2.24		Date Approved 2024		Date of Revision April 2, 2025	
Subject <u>Respectful Workplace</u>		Tom Anderson Board Chairman		Date Issued	
		Walter Tymchuk Board Vice-Chairman		Page 1 of 1	

RESPECTFUL WORKPLACE POLICY

Purpose: This policy provides direction and measures to assist watershed district employees, board members, contract workers and landowners in recognizing, preventing and effectively addressing disrespectful behaviour, including sexual harassment and bullying.

Policy Statement: All watershed district workplaces, whether indoors on-site or in the field, require the cooperation and support of every member or individual involved in the operation of the watershed district. All parties must be respectful, set a positive example and avoid behaviour that would reasonably offend, intimidate, embarrass or humiliate others, whether deliberately or unintentionally. Disrespectful behaviour, sexual harassment, harassment and/or bullying will not be tolerated.

Any party who experiences or witnesses behaviour in violation of this policy is encouraged to address it using the process outlined in this policy. Employees are **not required to make a formal complaint**. However, employers are obligated to address an issue they have been made aware of to maintain a harassment-free workplace for all employees. If an employer observes or is advised of more serious forms of inappropriate behaviour, they must not wait until a formal complaint is made to address it; rather they have a responsibility to address it immediately. This pertains to concerns involving another employee, members of the watershed district, a contractor, or client (eg. the public).

Objective: This policy aims to foster, maintain and provide guidance for a respectful workplace free or harassment, including sexual harassment and bullying, where all employees, board members, contract workers and landowners:

- Treat others with respect, dignity and fairness
- Have a clear understanding of their responsibilities, the options and the process for reporting and addressing violations of this policy.

This policy is not intended to:

- Discourage or prevent a member or employee from exercising any legal right, including filing a complaint with the Manitoba Human Rights Commission, reporting unsafe working conditions through Workplace Safety and Health, or contacting the appropriate authorities.
- This policy does not limit the employer's right to manage. This includes changes in work schedules and working assignments (provided that adequate training opportunity has been provided), performance reviews and evaluations, implementing disciplinary measures including

dismissal for just cause, or any course of action taken by the employer for valid reasons does not constitute disrespectful behaviour, sexual harassment, harassment and/or bullying.

- Management and employees shall follow all laws and regulations set out in The Manitoba Labour Act, and all other applicable Provincial Acts and Statutes, as well as all terms agreed to in negotiated contracts.

Principles

Confidentiality and Anonymity: Employers and anyone else who receives a complaint or is involved in an investigation will not disclose the name of the complainant, alleged respondent or the circumstances related to the issue to any person except where it is necessary to investigate, take corrective action, or is required by law. However, it is important to note that confidentiality does not mean anonymity.

Confidentiality is subject to the following limitations:

1. A supervisor is responsible for addressing every reported issue.
2. The person alleged to have acted inappropriately is informed of the allegations in sufficient detail to respond fully.
3. It may be necessary to interview witnesses.

These limitations on confidentiality should not discourage employees from reporting a concern.

Timeliness: Reported issues will be resolved as soon as reasonably possible and without undue delay.

Reprisal / Retaliation: Reprisal is not permitted against an employee exercising their rights in good faith under this policy. Any act of reprisal will be cause for disciplinary action up to and including termination of employment. Reprisal can include, but is not limited to, an actual or threatened harmful act, penalizing someone for making a complaint (e.g. a supervisor purposely giving stricter deadlines or an unmanageable workload after a complaint is made), withholding a benefit for making a complaint (e.g. future negative implications to career such as loss of job opportunities), or attempting to isolate or exclude an employee from work activities.

False Allegations: If it is determined that a false complaint was deliberately made for frivolous or vindictive reasons, the employee who made the false allegation may be subject to disciplinary action up to and including termination of employment. This does not apply to complaint made in good faith that are unproven or unsubstantiated.

Responsibilities

Employees:

- Be responsible for their behaviour.
- Demonstrate respect in the workplace at all times.
- Behave in a manner that will not reasonably offend, intimidate, embarrass or humiliate other, whether deliberate or unintentional.
- Refrain from participating in all types of inappropriate behaviour that could reasonably be perceived to be disrespectful behaviour, sexual harassment, harassment and/or bullying.

Employers and Supervisors:

- Follow the roles and responsibilities as outlined for all employers.

- Promote and take responsibility for fostering a workplace culture of respect, including setting a positive example of respectful behaviour.
- Ensure employees are aware of the policy and expected behaviours in the workplace.
- Intervene promptly once aware of sexual harassment, harassment/bullying and/or workplace violence.
- Ensure complaints are handled fairly, confidentially, effectively and in a timely manner, and that appropriate action is taken respecting any person under the supervisor's direction.
- Ensure complaints and all actions taken to resolve the issue are documented.
- Ensure there is no reprisal/retaliation against anyone who has come forward and made a complaint in good faith.
- Ensure workplace restoration measures are put in place following the resolution of a situation involving inappropriate behaviour.

Definitions

Respectful Behaviour: This behaviour values diversity, inclusion, dignity, courteous conduct, mutual respect, fairness, equality, and promotes positive communication and collaborative working relationships.

Inappropriate Behaviour: This is an overarching term used to describe disrespectful behaviour, sexual harassment, harassment, bullying and/or workplace violence.

Disrespectful Behaviour: This behaviour is disruptive to positive communication, courteous conduct and collaborative working relationships. Behaviour may also be disrespectful if it does not value diversity, inclusion, dignity, fairness and equality. More objectionable and severe forms of disrespectful behaviour are considered harassment and/or bullying.

Harassment: This policy uses The Manitoba Workplace Safety and Health Act and Regulation definition of harassment, which defines two different forms of harassment:

- Objectionable conduct that creates a risk to the health of a worker.
 - Conduct is objectionable if it is based on race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin; and/or
- Bullying behaviour
 - This behaviour includes severe conduct that adversely affects a person's psychological or physical well-being. Conduct is considered severe if it is repeated humiliation or intimidation that adversely affects a person's psychological or physical well-being; or
 - a single instance so serious that it has a lasting, harmful effect on a person.

Harassment may be written, verbal, physical, online or electronic, a gesture or display, or any combination of these. It may happen only once, but often happens repeatedly.

Sexual Harassment: This form of harassment is based on sex, gender (how one identifies including gender identity or expression or gender-determined characteristics) or sexual orientation. Sexual harassment can be sexual in nature, but can also include any form of harassment based on sex, gender or sexual orientation. Sexual harassment can also refer to behaviour that creates or permits a sexualized or sexually charged, or a negative / poisoned work atmosphere.

Sexual harassment includes, but is not limited to:

- Abusive remarks or behaviours based on sex, gender or sexual orientation
- Objectionable and unwelcome sexual solicitations or advances
- A reprisal, retaliation or threat of retaliation for rejecting a sexual solicitation or advance
- A reprisal or threat of reprisal for filing a sexual harassment complaint

Sexual harassment may be written, verbal, physical, online or electronic, a gesture or display, or any combination of these.

Workplace Violence: This term refers to the attempted or actual exercise of physical force against a person, or any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

Procedure

To achieve the objectives, this policy outlines the steps in addressing inappropriate behaviour.

Reporting Contacts: The complainant should make a complaint verbally or in writing to their immediate supervisor, the watershed district board chair, other board member or a designated HR Company.

Addressing Inappropriate Behaviour: an employee can address inappropriate behaviour using either informal or formal resolution. If an employee is not comfortable addressing the situation informally, or for more severe forms of inappropriate behaviour, then formal resolution should be considered.

Informal Resolution: This approach focuses on collaboration and problem-solving rather than focusing on who is right and who is wrong. This approach can also empower individuals to focus on working together to find solutions that support a respectful working relationship moving forward. Options can include:

Communicating with the other person directly

An employee experiencing inappropriate behaviour may approach the person who made them feel uncomfortable, either in-person or in writing, to advise that the behaviour is unwelcome. The complainant may explain how their behaviour affected them and request that the behaviour stop. The respondent may not realize the impact of their behaviour and the feedback gives them the opportunity to change their actions.

Resolving with the support of the supervisor or another level of management

If an employee does not feel comfortable speaking to the respondent, an employee can discuss their concerns with their supervisor (verbally or in writing) to get the supervisor's advice or support. If the concern involves the supervisor, or the employee does not feel comfortable approaching the supervisor, they may contact the watershed district board chair or vice-chair.

Formal Resolution: This form of resolution is typically used for more serious cases of inappropriate behaviour and/or when informal resolution is unsuccessful.

1. **Make a formal complaint:** Employees experiencing inappropriate behaviour or witnesses who have observed inappropriate behaviour can make a formal complaint at any time, regardless of when an incident may have occurred. Complainants are encouraged to report incidents as soon as possible after they occur as this assists with the ability to investigate and/or address the issue.

2. **Complaint is received:** The reporting contact receiving the formal complaint will have an initial conversation with the complainant to discuss their concerns and identify any additional safety measures of supports that may be needed.
3. **Watershed District Board Chair is notified:** The reporting contact will communicate all formal complaints with the watershed district board chair.
4. **Formal investigation begins (if applicable):** If a formal investigation is needed, separate meetings will be scheduled with the complainant, respondent and witnesses (if applicable) to gather information.
5. **A decision is made about disciplinary action:** The individual leading the investigation will make a recommendation as to whether the allegations are founded or unfounded and whether disciplinary action is warranted. The complainant and respondent will be advised of the results of the investigation in writing. The specific details may be withheld in accordance with privacy requirement, and the specifics of any discipline administered will not be provided to the complainant, only confirmation that appropriate action has been taken.

Suspension of Business / Services:

In addition, suspension of business and services with Westlake Watershed District may result if members of the public, clients or contractors are found to be in violation of this policy. Failure of individuals to act in a respectful manner will result in suspension of watershed district business and services, including prohibiting any further business or activities from occurring. Once the reason(s) for the suspension of services has been rectified to the satisfaction of the Watershed District Board, previous activities may resume.