



**The Corporation of the Township of South Stormont**  
**Request for Quotation RFQ No. 05-2022 for a**  
**Comprehensive Fees & Charges Review**

Submissions for a Comprehensive Fees & Charges Review will be received electronically at [bids@southstormont.ca](mailto:bids@southstormont.ca) until:

**11:00 AM, local time, on Friday, February 25, 2022**

South Stormont has established user fees for a variety of services and is seeking a consultant to review and update existing user fees, as well as identify any new fees, as appropriate.

South Stormont is looking for qualified consulting firms to undertake the preparation of a comprehensive review and evaluation of township-wide user fees and charges for services performed by the Township.

The comprehensive review includes the following divisions of the Township:

- Administrative services
- Building services
- Municipal Law Enforcement
- Parks and Recreation services
- Planning services
- Public Works services – Transportation (Roads, Bridges. etc.)
- Public Works services – Waste Management
- Fire services
- Other municipal related services

The contract documents may be obtained digitally by contacting the Director of Finance/Treasurer, at the contact information noted below.

Quotations are subject to a formal contract being prepared and executed. The Township of South Stormont, at its own discretion, reserves the right to accept or reject any compliant or non-compliant quotations and advises that the lowest or any quotations will not necessarily be accepted.

Questions will be received until end of day February 4, 2022 and shall be sent in writing to the Director of Finance/Treasurer. The Township reserves the right to distribute any and all questions (anonymously) and answers pertaining to this RFP by addenda. The deadline to issue an addendum is February 11, 2022.

**Director of Finance/Treasurer**

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