



THE MUNICIPALITY OF
LAMBTON SHORES

Request for Proposals For Water Meter Reader

Closing Date: Friday, January 2, 2026

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SECTION I TERMS AND CONDITIONS

1.1 BACKGROUND

The Municipality of Lambton Shores operates a water distribution network to over 7,200 homes and businesses largely based in the Arkona, Forest, Grand Bend, Thedford and Port Franks urban area. The system is operated and maintained by Jacobs (OMI), a private sector operating company under the direction of our Public Works Department.

Each residence and business that has a water service is also equipped with a water meter that measures water usage. Most of the water meters have been installed with a new electronic read meters that are read by a scanning device (supplied by the Municipality) that can read the meter from the exterior of the property. The reads are captured in an app which then transmits the reads directly to the Municipality.

1.2 TERMS OF AGREEMENT

The agreement will be for a water meter reader for a term of 3 years with an option for a 2-year, yearly renewal. However, either party may terminate the agreement with 60 days written notice

1.3 CLOSING DATE AND TIME

Proposals must be submitted to the following address no later than 2:00pm on Friday, January 2, 2026 to:

Municipality of Lambton Shores
Rebecca Clothier, Director of Financial Services
9577 Port Franks Rd
Thedford, ON N0M 2N0

Please mark sure the envelope is sealed and marked with “**Proposal for Water Meter Reader**”

1.4 CONTACT PERSON

Any questions regarding the proposal process or meter reading requirements can be directed to Julie Wiseman, jwiseman@lambtonshores.ca or Rebecca Clothier, rclothier@lambtonshores.ca of the Municipality of Lambton Shores at 519-243-1400 extension 8114 (Julie) or 8116 (Rebecca).

1.5 OPENING OF PROPOSALS

The public opening for proposals will be at the Municipality of Lambton Shores, Administration Office at 9577 Port Franks Rd in the meeting room at 2:00pm on the closing

date, December 18, 2025.

1.6 ACCEPTANCE AND AWARD

The Municipality of Lambton Shores reserves the right, without prejudice, to reject any, or all, proposals submitted and to determine the person or company that is best qualified to provide the required services to the Municipality. Current time frame would see the successful person notified on or before Monday, January 5, 2026.

1.7 TREATMENT OF INFORMATION COLLECTED

The information submitted in response to this RFP will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purposes stated in the RFP. The proponent does by the submission of a proposal accept that the information contained in it will be treated in accordance with the process set out in this section of this RFP.

1.8 CHANGES TO REQUEST FOR PROPOSAL

Should it become necessary to make changes to this proposal call, this will be done by a written addendum.

SECTION II METER READING REQUIREMENTS

2.1 SCOPE OF METER READING

The Municipality issues utility bills on a quarterly basis however the Municipality is split into three different sections for meter reading purposes which means there are readings required monthly from at least one of the areas. Readings are required to be complete within 3 days to 2 weeks, depending on the area.

Final readings are also required when there is a change of ownership for a business or residence and must be done on the date of change as supplied by the Municipality. There are approximately 30 final reads to be completed each month. These readings are in addition to the regular monthly reads.

There are also times when the Municipality requires a reread to be completed at a property. There are approximately 16 rereads each month and these are also in addition to the regular monthly readings.

Meter readers will accommodate, at Staffs request, the assignment of the rereads and check-reads based on consumption verification and problem identification. The reread and final reading information is provided through email and is sent in an excel file. Lambton

Shores will provide the electronic meter reading equipment. The meter reader will be responsible for supplying their own computer hardware and software.

2.2 TRANSPORTATION & INSURANCE

Meter readers must supply their own transportation and insurance. A copy of the insurance policy and certificate must be provided annually. The insurance shall include proof of auto insurance. Insurance shall also include bodily injury, property damage, products and completed operations, employer's liability, cross liability and severability of interest and blanket contractual coverage. Liability insurance is required in an amount of no less than \$2 million on a per occurrence basis which includes the Municipality as an additional insured. Full insurance details can be found in the Independent Water Meter Contractor's Contract for Services Agreement attached as Appendix A.

Occasionally, datalogging is required on certain meters. Datalogging is the process of obtaining minute by minute water usage. The process of collecting the data varies based on the meter type. Some meters require access to the physical meter and others require you to be outside of the property. These types of readings are required to be completed within a day or two. Lambton Shores will arrange with the property owner if access to the meter is required.

2.3 PROPOSAL CONTENT

The form has been prepared and must be completed in its entirety. Proposals must be submitted for all areas.

2.4 METER READING SCHEDULE

Area	Current Number of Accounts	To be read the month ending:
Grand Bend	1,407	JAN, APRIL, JULY & OCT
Arkona	311	JAN, APRIL, JULY & OCT
Forest	1,442	FEB, MAY, AUG & NOV
Thedford	383	FEB, MAY, AUG & NOV
Rural	236	FEB, MAY, AUG & NOV
Bosanquet	3,420	MAR, JUNE, SEPT & DEC

2.5 READING AREA DESCRIPTIONS

Grand Bend	The former Village of Grand Bend	1,407 meters
Arkona	The former Village of Arkona	311 meters
Forest	The former Town of Forest	1,442 meters
Thedford	The former Village of Thedford	383 meters
Rural	This includes the rural area of Bosanquet excluding Northville Rd. A map has been included for your perusal	236 meters
Bosanquet	The former Township of Bosanquet, a map is included. Below are the subdivisions:	
	Lakevalley Grove, Glendale, Cedarview, Sunnidale, Indian Hills Trail	370 meters
	Ipperwash	603 meters
	Port Franks / Lazy Lane	902 meters
	Northville Rd	43 meters
Grand Bend area of Bosanquet	Southcott Pines, Huron Woods, Vandongen, etc.	1,459 meters

2.6 GENERAL INFORMATION

1. The readings for an area are to be completed within 1 to 2 weeks, depending on the area. Route assignments vary in length for each area. Please refer to the meter reading schedule for the number of reads.
2. The proposal in the past has been submitted based on “per read”, however, an alternative pricing method will be considered.
3. The meter reading routes are loaded electronically. A connection to the internet is required. At the end of each day, completed routes are required to be synced to the system.

4. The Bosanquet reading area includes the area from Townsend Line, along highway 21, to outside the town limits of Grand Bend. It also includes subdivisions in between, including, but not limited to: like Glendale, Ipperwash, Port Franks, and Huron Woods.
5. Proposals must be submitted for all areas.
6. Proposals may be withdrawn by submitting a written request.
7. If you have any questions, please contact Julie Wiseman or Rebecca Clothier.

SECTION III FORM OF PROPOSAL FOR WATER METER READING

3.1 MONTHLY METER READING

Area	Current Number of Accounts	To be read the month ending:	Price	or	Alternative Pricing Method
Grand Bend	1,407	JAN, APRIL, JULY & OCT	\$ _____ per meter		\$ _____
Arkona	311	JAN, APRIL, JULY & OCT	\$ _____ per meter		\$ _____
Forest	1,442	FEB, MAY, AUG & NOV	\$ _____ per meter		\$ _____
Thedford	383	FEB, MAY, AUG & NOV	\$ _____ per meter		\$ _____
Rural	236	FEB, MAY, AUG & NOV	\$ _____ per meter		\$ _____
Bosanquet	3,420	MAR, JUNE, SEPT & DEC	\$ _____ per meter		\$ _____

TOTAL PRICE _____

☐ HST not applicable
 ☐ HST extra
 ☐ HST included
 ☐

Additional Notes or Comments:

3.2 CUSTOMER SERVICE DUTIES – Water Meter Rereading

This could include change of occupancy meter reads or rereads on water meters because a previous read was not obtained.

\$ _____ per meter
or \$ _____ monthly
or \$ _____ charge
or \$ _____ other method

HST not applicable ☐ HST extra ☐ HST included ☐

3.3 CUSTOMER SERVICE DUTIES – Datalogging

This would involve scheduling a time with the customer to gather hourly data off of their ecoder meter reader. A specific tool is needed in conjunction with the actual meter reading device. The process may take approximately an hour from scheduling the appointment to accessing the meter and returning the information to the Grand Bend office.

\$ _____ per meter
or \$ _____ per hour
or \$ _____ other method

HST not applicable ☐ HST extra ☐ HST included ☐

3.4 ADDITIONAL NOTES OR COMMENTS

3.5 NAME AND ADDRESS INFORMATION

Name: _____
(please print)

Address: _____

City: _____ Postal Code: _____

Telephone #: _____ Fax: _____

Email: _____

Start Date: January 12th, 2026

Signature: _____

Date: _____

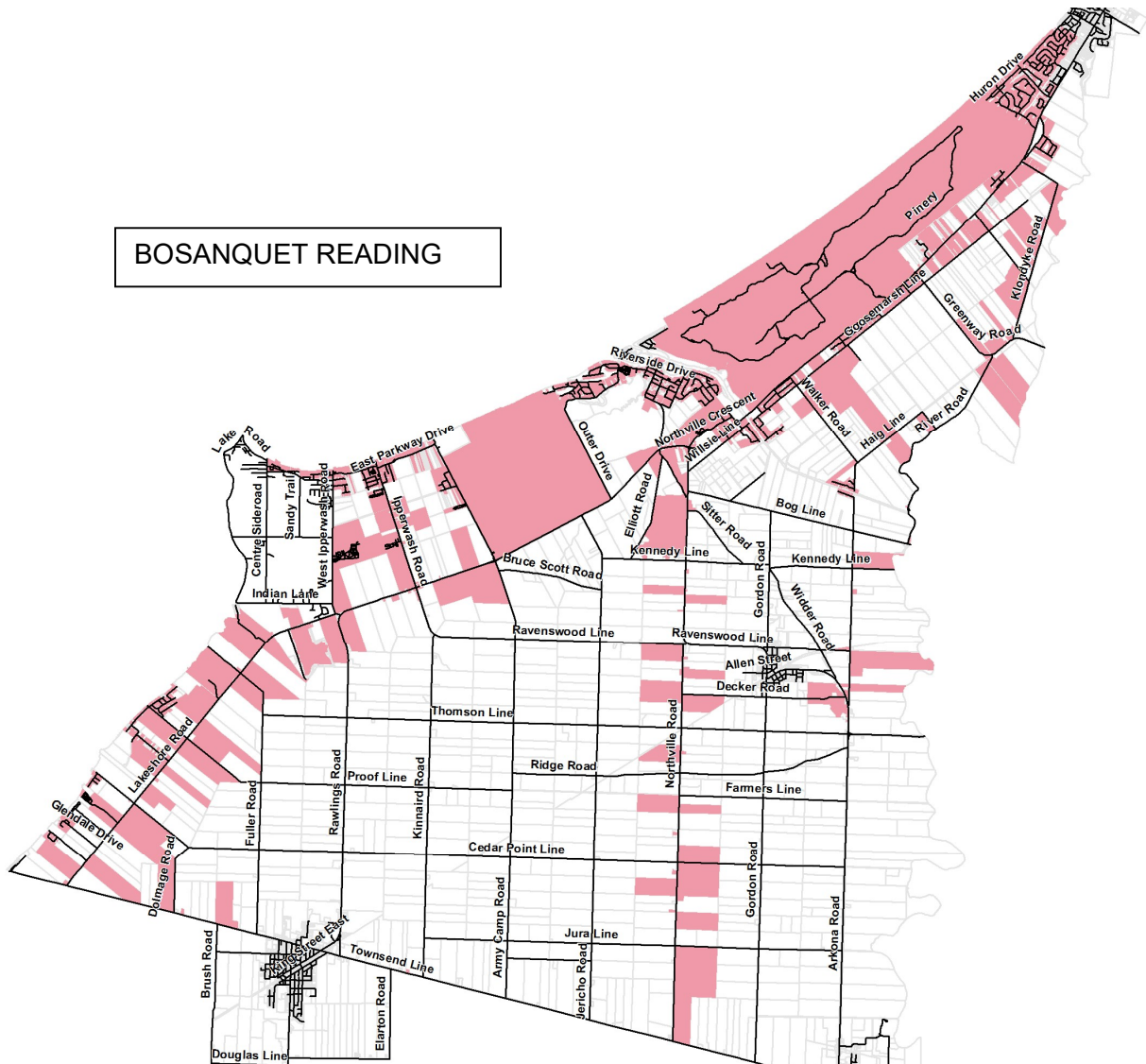
Note: The Municipality of Lambton Shores reserves the right to accept or reject any proposal or to award any agreement that is deemed to be best suited for our Municipality. The Municipality will evaluate all proposals and determine which proposal best suits their needs.

Additional information or notes:

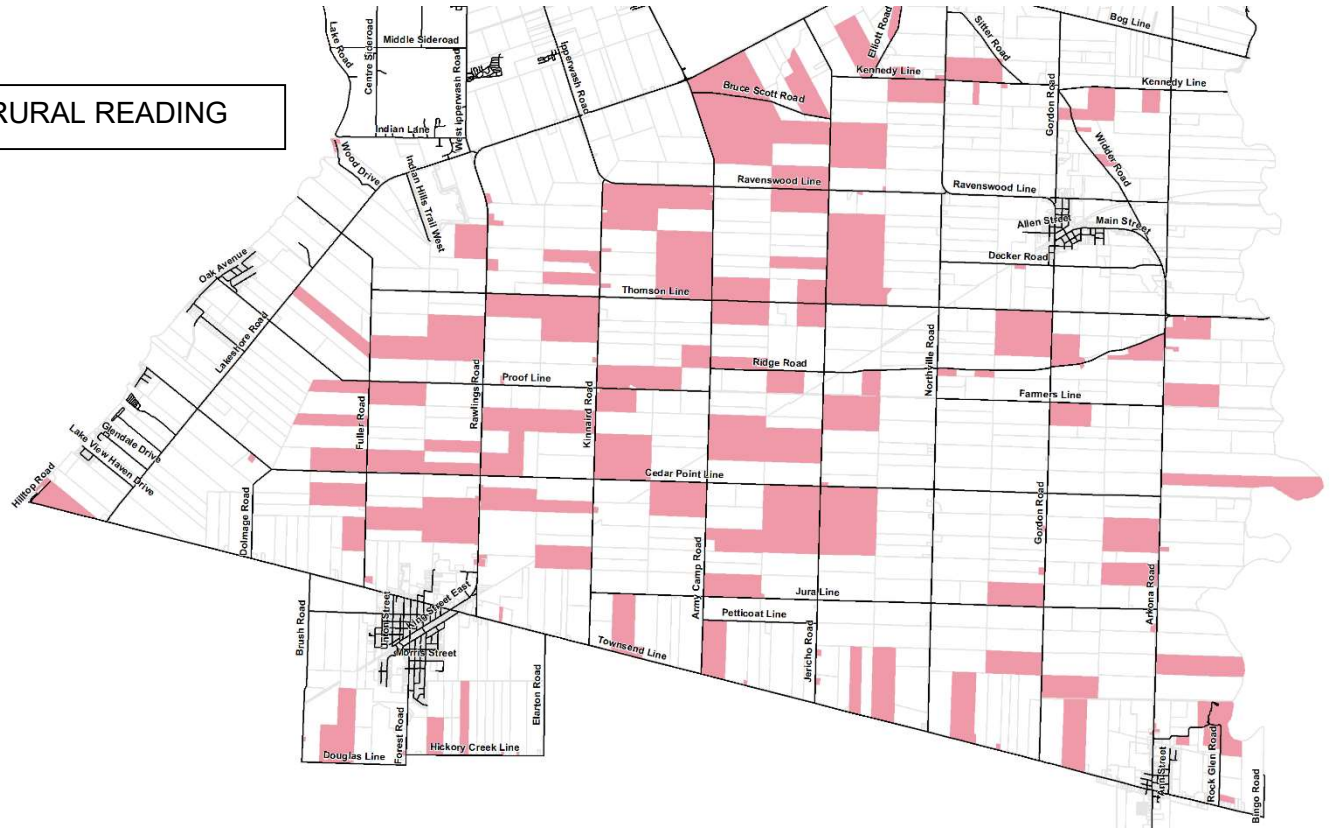
Relevant Experience:

The Municipality may ask for references during the proposal review and proponents would need to provide 2 references upon request.

BOSANQUET READING AREAS



RURAL READING



APPENDIX A - Independent Water Meter Contractor's Contract for Services Agreement

Independent Water Meter Contractor's Contract for Services Agreement

This CONTRACT FOR SERVICES AGREEMENT made on the ____ day of [month], 2025 (the "Agreement").

BETWEEN:

[Enter NAME OF Water Meter Contractor] (the "WM Contractor")
A Water Meter Contractor residing at [INSERT ADDRESS]

AND:

The Corporation of the Municipality of Lambton Shores (Lambton Shores)
at 9577 Port Franks Rd, Thedford, ON N0M 2N0 (Administration Office).

The WM Contractor and Lambton Shores shall collectively be described hereinafter as the "Parties".

WHEREAS the WM Contractor provides water meter reading services and is not considered to be an employee of Lambton Shores; and

WHEREAS Lambton Shores wishes to retain the WM Contractor and the WM Contractor has agreed to accept this appointment as a WM Contractor to Lambton Shores upon the terms and conditions hereinafter set forth:

1. Services

- 1.01 The WM Contractor is hereby appointed as "WM Contractor" to Lambton Shores effective January 1, 2026, and shall conduct water meter reading services (the "Services") for Lambton Shores as follows:
- (a) Throughout the Term, the WM Contractor shall represent themselves to the public as a water meter contractor.
 - (b) The WM Contractor shall comply with the policies of Lambton Shores.
 - (c) The WM Contractor shall deliver the Services to Lambton Shores Finance Department, and the WM Contractor shall focus on the monthly water meter reading, as directed by the Finance department, at Lambton Shores Administration office.
- 1.02 Lambton Shores may from time to time, by written notice to the WM Contractor, make changes to the scope of the Services. The Fees will be increased or decreased by written agreement between Lambton Shores and the WM Contractor.
- 1.03 The WM Contractor will, if requested in writing by Lambton Shores, perform additional services. The terms of this Contract will apply to any additional services, and the fees for additional services, will generally correspond to the Fees contained in Section 5.
- 1.04 The WM Contractor will perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar

to the Services, and on an understanding that Lambton Shores is relying on the WM Contractor's experience and expertise.

- 1.05 Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the water meter equipment. Damage to property shall be the sole responsibility of the WM Contractor and shall be repaired and/or replaced at no additional cost to Lambton Shores.

2. Term

- 2.01 This term of this Agreement shall be in effect from January 12, 2026, to December 31, 2028, (the "**Term**") subject to the Parties' agreement in writing to renew for an additional two (2) years, and subject to termination provisions set out below. If Lambton Shores elects to extend the Term, the provisions of this contract will remain in force, including the Fees.
- 2.02 Additionally, Lambton Shores may extend the Term on a month-to-month basis for up to six (6) months, at the sole discretion of Lambton Shores.

3. Termination

- 3.01 Lambton Shores may terminate the appointment of the WM Contractor upon the occurrence of any of the following events:
 - (a) by giving the WM Contractor sixty (60) days written notice;
 - (b) the WM Contractor breaches any material term, condition or provision of this Agreement;
 - (c) the expiration of the Term of this Consulting Agreement as set out in Section 2. **4.**

Relationship of the Parties

- 4.01 The WM Contractor is being retained to provide Services as an independent WM Contractor. The WM Contractor is not retained as an employee of Lambton Shores. Accordingly, the WM Contractor may perform the Services on billing routes, and during any periods that they deem appropriate to fulfill their obligations under this Agreement.
- 4.02 The WM Contractor will be supplied with the electronic equipment required to read the water meters. The WM Contractor shall be responsible for any other tools and equipment required to perform the Services.
- 4.03 Nothing contained in this Agreement shall be deemed or construed to create an employer/employee relationship between the WM Contractor and Lambton Shores.
- 4.04 Neither Party has any right under this Agreement to act as an agent for the other or to bind the other to any other person, firm or corporation, except with the express written consent of the other if necessary to carry out the purpose and intent of this Agreement.
- 4.05 Lambton Shores has no obligation to provide any health, dental or other benefits to the WM Contractor.
- 4.06 The WM Contractor shall be available as required by the Lambton Shores Finance Department.

5. Fees and Expenses

- 5.01 Lambton Shores shall pay the WM Contractor;

- (a) \$xxx per meter for each meter read;
- (b) a monthly retainer of \$xxx for customer service duties such as change of occupancy reads and water meter rereads; and
- (c) a datalogging fee of \$xxx as required.

- 5.02 In no event shall Lambton Shores be required to pay for Services or expenses which have not been approved in advance by the Finance Department. The WM Contractor is exclusively liable and responsible for all unapproved expenses and costs incurred in connection with the performance of the Services under this Agreement.
- 5.03 The WM Contractor shall submit monthly invoices to the attention of Accounts Payable by email at: payables@lambtonshores.ca.
- 5.04 Lambton Shores agrees to pay all invoices within thirty (30) days of receipt. The invoices shall sufficiently detail the following:
- (a) the WM Contractor's tax registration number, if applicable;
 - (b) the month on which the Services were performed;
 - (c) the water meter reading area which the Services were performed;
 - (d) any applicable taxes charged on the fees outlined in section 5; and
 - (f) the specific purpose of the expenses incurred.

6. Insurance

6.01 The WM Contractor is solely responsible for and agrees to maintain, at their expense obtain and keep in force during the term of the Agreement, Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third-party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor.

6.02 The Proponent shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to The Corporation of the Municipality of Lambton Shores and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- a) A limit of liability of not less than \$2,000,000/occurrence with an aggregate of not less than \$2,000,000.
- b) Add Corporation of the Municipality of Lambton Shores as an Additional Insured with respect to the operations of the Named Insured
- c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- d) Non-owned automobile coverage with a limit not less than and shall include contractual non-owned coverage (SEF 96)
- e) Products and completed operations coverage
- f) Contractual Liability
- g) Employers Liability
- h) Work performed on Behalf of the Named Insured by Sub-Contractors
- i) The policy shall provide 30 days prior notice of cancellation

6.02 The WM Contractor will provide Lambton Shores with evidence of the required insurance prior to the commencement of this Contract.

7. Withholdings, Deductions and Taxes

7.01 Lambton Shores shall not take any withholdings or deductions from the fees payable to the WM Contractor. The WM Contractor is solely responsible for any payment or remittance of any statutory deductions or withholdings payable to Canada Revenue Agency or any amounts owing to any other governmental authority in respect of this Agreement including, without limitation, HST, income taxes, employer health taxes, workers' compensation payments, employment insurance contributions, Canada Pension Plan contributions and any other taxes, amounts or expenses.

8. Confidentiality

8.01 Except as provided for by law, the WM Contractor shall not disclose, either before, during or after termination of this Contract, any confidential information of which the WM Contractor may become aware in the course of this Agreement relating to Lambton Shores, its employees or its property owners and will not, without the prior express written consent of Lambton Shores, publish, release, disclose or permit to be disclosed any such information to any person or corporation. A violation of this provision shall result in immediate termination of this Agreement. For the purposes of this Agreement, confidential information includes, in whole or in part, information regarding Lambton Shores, its employees, council members, and property owners.

8.02 The Parties agree that the WM Contractor may make appropriate use of the confidential information during the performance of their Services, the nature and extent of such use to be at the WM Contractor's discretion, acting reasonably. The WM Contractor agrees not to use any confidential information for any purpose other than in the faithful performance of the Services.

8.03 At any time during this Agreement, and upon expiry or termination of this Agreement, the WM Contractor shall promptly return all equipment and confidential information belonging to Lambton Shores.

8.04 The WM Contractor shall not retain any copies of the confidential information without Lambton Shores's prior written permission.

9. Non-Disclosure

9.01 The WM Contractor agrees that during the Term of this Agreement, or any time after the Agreement ends, they shall not disclose any confidential information except as required by law. In the event that the WM Contractor violates this provision during the Term of the Agreement, Lambton Shores may terminate this Agreement without notice. This provision shall survive the termination of this Agreement.

9.02 The WM Contractor agrees that any disclosure of the confidential information contrary to the terms of this Agreement shall be highly detrimental to Lambton Shores. The WM Contractor agrees to indemnify Lambton Shores from any and all claims, demands, damages, losses, costs and expenses (including, without limitation, legal fees and disbursements incurred in connection with any and all appeals) incurred by Lambton Shores as a result of the WM Contractor's disclosure of any confidential information contrary to the provisions of this Agreement.

10. Conflict of Interest

- 10.01 The WM Contractor acknowledges that they enter into this Agreement freely and that this Agreement does not violate the terms of any other agreement that may exist between the WM Contractor and any third party.

11. Limitation of Liability

- 11.01 Under no circumstances shall Lambton Shores be liable to the WM Contractor for any losses or damages of any kind, by reason of any act or omission by the WM Contractor in the performance of the Services.

12. Indemnification

- 12.01 The Supplier shall defend, indemnify and save The Corporation of the Municipality of Lambton Shores its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.
- 12.02 The Supplier agrees to defend, indemnify and save The Corporation of the Municipality of Lambton Shores from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

13. Applicable Law

- 13.01 This Contract for Services Agreement is governed and interpreted in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein, and the Parties hereby submit to the exclusive jurisdiction of the courts of this province.

14. Assignment

- 14.01 The WM Contractor shall not assign any of their rights under this Agreement, nor delegate the performance of any of its Services without the prior written consent of Lambton Shores.

15. Notice

- 15.01 Any communication under this Agreement must be in writing and may be delivered personally or sent by email, or regular mail, addressed as follows unless changed by notice:

Municipality of Lambton Shores at:
9577 Port Franks Rd,
Thedford, ON N0M 2N0

Attention: Rebecca Clothier
or rclothier@lambtonshores.ca

[Enter NAME OF WM CONTRACTOR] at:
[Enter WM CONTRACTOR ADDRESS]

15.02 Any communication that is delivered or mailed is effective when received.

16. Entire Agreement

16.01 This Agreement constitutes the entire Agreement between the WM Contractor and Lambton Shores and supersedes any prior understandings or agreement, either written or verbal.

16.02 No amendments to or waivers of any breach of this Agreement shall be binding unless it is in writing and signed by both parties. Unless otherwise specified, a waiver shall be limited to the specific breach waived.

16.03 Any modification to this Agreement must be in writing and signed by the WM Contractor and Lambton Shores.

17. Severability

17.01 If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

Municipality of Lambton Shores

NAME OF WM CONTRACTOR

Signature _____

Signature _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____