



REQUEST FOR TENDERS
Installation of Civic Sign Road Number Plates
RFT #02/26

The Rural Municipality of Wallace-Woodworth invites tenders for the installation of a minimum of 900 road number plates onto the existing civic signposts throughout the Municipality (Townships 10-12, Ranges 23-29).

Scope of Work

- Installation of a minimum of 900 road number plates (maximum 1,103) onto existing u-channel signposts. The actual number of signs to be installed will be dependent on the number of signposts found damaged or missing once the installation begins.
- Signs are to be installed directly below the existing civic number plates and are to be placed in the same orientation (directed towards the road). Example shown below:



- Contractor must take a photo of each civic sign pole and signs after the installation of the second sign plate. These photos are to be submitted to the Municipality on a weekly basis.
- The Contractor shall provide weekly project updates via email, including:
 - Number of signs installed
 - Locations completed
 - Identification of any damaged or missing signposts
- The Municipality will line up the locates and installation of a replacement pole, if necessary.
- Work to commence and be completed in 2026. The exact start date will be determined by the Contractor but will be contingent upon delivery of the civic signs to the Municipality.



Materials and Information Provided by the Municipality

- The Municipality will supply the signs and installation hardware.
- Pre-drilled signs compatible with u-channel posts.
- The Municipality will provide paper maps displaying the location of civic addresses within each Township and Range.
- Access to an interactive [Municipal Map](#) will also be available for the Contractor.

Safety Requirements

The Contractor is responsible for the safety of all personnel and the public and shall comply with all applicable workplace safety legislation. The Contractor must ensure proper training, use of appropriate PPE, and safe work practices, including traffic control where required. The Contractor must be in good standing with WCB. The Municipality reserves the right to suspend work if unsafe practices are observed.

For any questions or inquiries, please contact the GIS Technician, Brianna Hughes at 204-748-1239.

All tenders must include the attached Bid Form completed in full, including the lump sum cost for the base scope (900 installations), a unit price for additional installations, and the proposed timeline of installation assuming a start date after May 19, 2026.

Tenders should be submitted to:

R.M. of Wallace-Woodworth
Mail: 154023 PR257, Box 2200, Virden, Manitoba R0M 2C0
Email: info@wallace-woodworth.com
Attn: Iris Vercaigne, MBA, CMMA
Chief Administrative Officer
RFT# 02/26

Submission Deadline: Friday, May 8, 2026, at 12:00 p.m.



**Installation of Civic Sign Road Number Plates
Tender Number: RFT# 02/26**

Contractor's Information

Bidder's Legal Name:		
Mailing Address:		
Office:	Cell:	Fax:
WCB No.	GST No.	
Email:		

Proposed Timeline

Estimated Start Date: <i>(Anytime after May 19, 2026)</i>	
Estimated End Date:	

Cost – All costs are to be all inclusive (except of GST). There shall be no fuel surcharge fees to be considered on this RFT.

Item Description	Bid Price
Lump Sum Project Price <i>(Include transportation, fuel, insurance, and labour)</i>	\$
Applicable Taxes & Charges <i>Taxes and charges to include "ALL" Provincial and Municipal Taxes and Fees – Excluding GST</i>	\$
TOTAL Lump Sum Project Cost (Base scope – 900 signs) <i>(Excluding GST)</i>	\$
Unit Price – Additional Installations (per sign beyond 900): \$ _____ /sign (excl. GST)	

Note: The final contract value will be adjusted based on the actual number of installations completed.

Submitted by (Name): _____ (Please Print)

Date: _____ **Signature:** _____