

REQUEST FOR QUOTATION

Municipal Facilities, Snow Removal and Ice Control 2026-2027 & 2027-2028 Winter Season

Quote No.

2026-037

Bid Closing: October 23, 2026

Joie de vivre



www.westnipissingouest.ca

INVITATION TO QUOTE

The Municipality of West Nipissing is inviting qualified contractors to submit bids for snow removal and ice control services at various municipal facilities for a period of two (2) winter seasons, commencing November 15, 2026 and ending April 15, 2028.

Owner: Municipality of West Nipissing
101-225, Holditch Street
Sturgeon Falls, On P2B 1T1
Phone: 705-753-2250

BID SUBMISSION

- 1.0)** Bid documents must be returned in a sealed envelope clearly marked “Municipal Facilities, Snow Removal and Ice Control” complete with bidder’s Company name and Bid reference number to the exterior drop box at the Municipality of West Nipissing town hall, 101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1, before 10:00 AM (local time) on October 23, 2026 (the “Official Closing Time”).
- 1.1)** Bids will be deemed to have been received when a Municipality representative has stamped the envelope with the time and date of receipt with the time clock located at the Services counter. The time clock located at the services counter is the official time piece. Bids may also be submitted through the exterior drop box at Town Hall, 225 Holditch Street, Sturgeon Falls. Bids submitted through the exterior drop box will be recorded as received when the drop box is opened the following morning.
- 1.2)** Bids submitted by facsimile or electronically will not be considered.
- 1.3)** All pages contained in the bid documents form an integral part of this bid.
- 1.4)** The lowest or any bid will not necessarily be accepted. The owner may decide, at its sole discretion, that no bid submitted will be accepted and no contract will be awarded pursuant to this bid process. If the owner elects to reject all bids, all bidders will be notified and the owner will not be liable to any bidder in preparing the bid, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5)** Bidders are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the bid documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.6)** Partial or incomplete bids will not be considered.
- 1.7)** In case of a corporation that has a corporate seal, the corporate seal shall be affixed to the bid form.

QUESTIONS AND CLARIFICATIONS

- 2.1)** Enquiries, request for explanation, interpretations or clarifications must be submitted by email to jbelanger@westnipissing.ca. Only those inquiries submitted by email will be considered. Emails submitted must include the quotation title and quotation reference number.
- 2.2)** Enquiries will be received up to noon local time on October 20, 2026. Enquiries received after the date and time noted will not receive a response.

BID OPENING

- 3.0)** Bids will be opened after Bid Closing time. Only the names of the Bidders and bid price will be disclosed. Bid opening will be available via live stream on the Municipality's web site.
- 3.1)** Bids received after the official closing time is considered LATE, and will not be accepted and will be returned unopened to the bidder.

ADJUSTMENT OR WITHDRAWAL OF BIDS

- 4.0)** Adjustment by telephone, facsimile or letter for a bid already received will not be considered. A bidder desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
 - (1) Bidders may withdraw its bid at any time prior to closing provided the withdrawal:
 - is in the form of a letter and,
 - (2) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
 - (3) is signed by the bidder's duly authorized signing officer;

EXAMINATION OF SITE CONDITIONS

- 5.0)** It is the responsibility of the bidder before submitting a quote to carefully examine the site of the proposed work. Bidders shall fully informed themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material to be encounter, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

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SNOW REMOVAL AND ICE CONTROL**

**SECTION 1
INSTRUCTION TO BIDDERS**

5.1) Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the bidder from his responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the RFQ documents and the bidders must evaluate such information relative to the actual conditions at the place of the work.

5.2) Site meeting: N/A

BID DOCUMENT DISCREPENCIES AND OMISSION

6.0) Bidders are responsible to review the bid documents and to verify they are complete. If the bidder finds discrepancies or omissions from the drawings, specifications and other documents, the bidder should submit a written request for correction to the contract administrator. Any required correction, addition, deletion or revision to the bid documents will be by written addenda to the bid documents issued by the contract administrator by posting to the Municipality of West Nipissing website.

REQUEST OF APPROVED EQUALS AND ALTERNATIVES

7.0) Request for equals to the material, equipment or methods of fabrications specified, should be submitted in writing to the contract administrator. These requests should contain pertinent data such as specifications, construction and operational characteristics, cost savings etc. in order to assist the contract administrator in his decision. Approvals for equals will be in the form of addenda. The contract administrator is not obligated to review and approve equals prior to the bid closing time.

INSURANCE

8.0) The successful tender shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner a copy of certificate attesting to the fact that the required policies of insurance have been obtained by the bidder

8.1) General Commercial Liability in the amount of \$2,000,000 (two million)

8.2) The Municipality of West Nipissing shall be included as additionally insured, but only in respect of and for the duration of the services to be performed under this agreement.

PRE-QUALIFICATION OF CONTRACTOR

- 9.0)** Contractor or all sub-contractors working for the contractor must pre-qualify with the Municipality of West Nipissing health and safety officer before starting work.

GENERAL INFORMATION FOR BIDDERS

- 10.0)** Municipality's quote form must be used.

QUOTE FORM:

- 1.1)** I/we recognize the right of the owner to reject any and all bids for any reason without explanation and that the lowest bid may not be necessarily be accepted.
- 1.2)** I/we understand that my/our bid will be subject to rejection unless it is prepared in strict accordance with all the requirements of the bid documents.
- 1.3)** All pricing shall be in Canadian funds, all applicable taxes included with the exception of HST which will be considered as extra to the cost
- 1.4)** I/we hereby acknowledge receipt of the following addenda ____ to ____ forming part of the bid documents **(If none have been received, write the word none)**
- 1.5)** If a discrepancy is found in the bid form between the unit price and the total amount, the unit prices shall be considered as representing the intention of the bid.
- 1.6)** I/we agree to furnish the following information in addition to the signed contract, all within ten (10) days from the date of acceptance.
 - i. Shall deliver to the Municipality a certificate of insurance as specified in the bid document.
 - ii. Shall deliver to the Municipality H&S manual, WSIB certificate and MSDS sheets as specified in the bid document

FORM OF QUOTE

Having carefully examined the specifications as well as the quote document including all addenda and instruction to bidders, I/we, the undersigned, hereby offer to furnish the specified equipment, expeditiously and in the satisfactory manner and accept in full payment the stipulated sum of

Dollars \$ _____ **(Total of A+B) +HST**

Bid Breakdown

(A) 2026-2027

ITEM	DESCRIPTION	TOTAL
1	OPP Detachment	
2	Ambulance Station	
3	Health Centre	
4	Sturgeon Falls Arena	
	TOTAL	

(Total shall equal bid price and exclude HST)

(B) 2027-2028

ITEM	DESCRIPTION	TOTAL
1	OPP Detachment	
2	Ambulance Station	
3	Health Centre	
4	Sturgeon Falls Arena	
	TOTAL	

(Total shall equal bid price and exclude HST)

In addition of the above scope of work and price breakdown, the contractor shall include with this quotation an hourly rate of all available equipment. **(Hourly rates shall include operator, fuel, insurance and any other expenses)**

a. _____	\$ _____/Hour
b. _____	\$ _____/Hour
c. _____	\$ _____/Hour
d. _____	\$ _____/Hour
e. _____	\$ _____/Hour
f. _____	\$ _____/Hour
g. _____	\$ _____/Hour
h. _____	\$ _____/Hour

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**SECTION 2.0
QUOTE FORM**

Signatures:

Vendor full business name:

Vendor full business mailing address:

Phone No: _____

Email: _____

Signature: _____

I have the authority to bind this company/corporation

NAME: _____ (Please Print)

TITLE: _____ (Please Print)

Dated at _____ this _____ day of _____, 2026

CORPORATE SEAL:

APPENDIX "A"

PREVIOUS EXPERIENCE

Please indicate three (3) past/current related work experience

All bidders must demonstrate similar experience by providing references from a government/public sector entity of similar nature. Bidders without or with insufficient government/public sector experience may be disqualified. Past experience with the Municipality will also be considered. Prior poor performance with the Municipality may result in disqualification. Decisions of disqualification by the Municipality will be deemed final and will be given to the bidder in writing.

Reference#1

Project Title & brief description of work:

Project start date: _____ Project end date: _____

Total value of contract awarded: \$ _____

Owner or Contractor who awarded contract: _____

Contact person: (Full Name) _____ Phone: _____

Reference#2

Project Title & brief description of work:

Project start date: _____ Project end date: _____

Total value of contract awarded: \$ _____

Owner or Contractor who awarded contract: _____

Contact person: (Full Name) _____ Phone: _____

APPENDIX "A"

PREVIOUS EXPERIENCE

Reference#3

Project Title & brief description of work:

Project start date: _____ Project end date: _____

Total value of contract awarded: \$_____

Owner or Contractor who awarded contract: _____

Contact person: (Full Name) _____ Phone: _____

HEALTH & SAFETY

- 1.0) General:** Contractor must comply with the Occupational Health and Safety Act (OHSA), the Regulations for Construction Projects, the Municipality of West Nipissing safety policy and as well as complying with the prescribed requirements legislated in the Regulations for Industrial Establishments.
- 1.1) Competent person:** Contractor is responsible using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of West Nipissing Safety policy.
- 1.2) Equipment & tools:** All equipment and tools used by the contractor shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.
- 1.3) PPE:** All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working in prescribed areas.
- 1.4) Fall protection:** Safety harness and lanyard are required by anyone working more than 3 meters above a surface. The safety harness must be secured to a fixed support so that a worker cannot fall more than five feet. Proof of certification shall be submitted before starting any work at height.
- 1.5) WHMIS:** No hazardous material is to be stored or used on work site by the contractor unless the prescribed requirements concerning labelling material safety data sheets (MSDSs) and worker instruction and training are met.
- 1.6) MSDS:** Material safety data sheets for all hazardous products shall be kept on site.

- 1.7) Weekly safety meetings:** Contractor shall conduct weekly safety meetings with their workers and identify concerns or potential hazards on the job site. Weekly safety meeting shall be signed by all workers and a copy of the safety meeting shall be submitted to the contract administrator weekly.
- 1.8) Proof of training:** The contractor shall submit within five (5) calendar days after the contract award, copies of WHMIS, copies of health and safety awareness, first aid certificate and certificates pertaining to the work being done for all workers working on the job site.
- 1.9) Reporting:** Contractor must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Contractor shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.
- 1.10) Supervision:** Contractor shall comply with OHSA regulations.
- 1.11) Health & Safety Station:** Contractor shall provide at all time a dedicated station for workers to have access to the contractors H&S manual, the emergency response plan, the OH&S Pocket book, MSDS sheets, WSIB information, Eye wash stations and emergency aid kit.
- 1.12) WSIB:** Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

AGREEMENT BETWEEN OWNER AND CONTRACTOR

- 2.0)** Upon acceptance of the RFQ, the owner will submit a purchase order with standard terms and conditions.

WORKMANSHIP

- 3.0)** Workmanship shall be of the best quality, executed by workers qualified, experienced and thoroughly skilled in the respective duties for which they are employed.
- 3.1)** Decision as to the quality or fitness of workmanship in case of any dispute rests solely with the contact administrator, whose decision is final.
- 3.2)** Workmanship shall be of the best quality, executed by workers qualified, experienced and thoroughly skilled in the respective duties for which they are employed.

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**SECTION 3.0
GENERAL CONDITIONS**

- 3.3)** Decision as to the quality or fitness of workmanship in case of any dispute rests solely with the contact administrator, whose decision is final.
- 3.4)** Contractor will be informed about any unsatisfactory performance, as identified by the contractor administrator, and given a reasonable opportunity to remedy. Unresolved unsatisfactory performance issues may result in termination of the remainder of the contract.
- 3.5)** The Municipality reserves the right to disqualify a contractor due to the Bidder's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts.

PROTECTION OF WORK & PROPERTY

- 4.0)** The successful contractor shall provide continuous and adequate protection of all work from damage and shall protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Respondent shall make good any such damage or injury.
- 4.1)** The contractor shall be responsible for the restoration/repairs of any damages done by its operation.
- 4.2)** All damaged areas shall be returned to its original conditions at no additional cost to the Municipality including but not limited to: grading, topsoil, grass, pavement, fencing etc.

PERFORMANCE

- 5.0)** Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Respondent.

ASSIGNMENT OF CONTRACT

- 6.0)** The successful contractor shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Corporation, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

SUB-CONTRACTORS

- 7.0)** No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The contractor is fully responsible to the Municipality for the acts and omissions of sub-respondents and/or persons directly or indirectly engaged by the contractor in respect to

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**SECTION 3.0
GENERAL CONDITIONS**

this work. Sub-contractor will be required to abide by all the requirements of the Proposal document as though the primary successful contractor (Insurance, WSIB, Health & Safety Policy, etc.). The contractor agrees to bind every sub-contractor by the terms of the RFQ documents as far as it is applicable to their work.

PAYMENT

- 8.0)** All Invoices submitted by the contractor must show the project name, the RFQ reference number and the Contract administrator's name.
- 8.1)** Change orders will only be processed if submitted with a change order notice signed by the contract administrator.
- 8.2)** Only original copy of invoices will be processed for payment.

TERMINATION

- 9.0)** The owner shall have the right to terminate this project whenever and for whatever reason it chooses. Such termination shall be effective thirty (30) days following written termination notice to the contractor or at the time specified in such termination notice. The Owner shall pay the contractor for the portion of services completed up to the time of the termination.

EXTENSION

- 10.0)** The Municipality may, at its discretion, extend the contract for one (1) additional winter season, for a maximum total contract duration of three (3) winter seasons. Any extension shall be confirmed in writing to the successful Contractor no later than April 1, 2028.

GENERAL

1.1) The snow removal and ice control contract shall be for a duration of two (2) winter seasons:

- (1) 2026-2027 November 15, 2026 to April 15, 2027
- (2) 2027-2028 November 15, 2027 to April 15, 2028

1.2) Locations:

- | | |
|-----------------------------------|---|
| (1) 172 Ethel St. Sturgeon Falls | Ambulance Bay (24-hour operation) |
| (2) 68 Michaud St. Sturgeon Falls | West Nipissing Health Centre |
| (3) 880 Levac Rd. Cache Bay | OPP Detachment Building (24-hour operation) |
| (4) 219 O'Hara St | Sturgeon Falls Arena (Zamboni snow dumping) |

1.3) General Site Descriptions:

(1) Ambulance Bay

Service area includes the entire paved parking lot and entrance from Ethel Street, all building entrances, sidewalks, walkways, and the interlocking stone area at the rear entrance.

(2) West Nipissing Health Centre

Service area includes two (2) paved parking areas at the front of the facility, one (1) paved parking area at the rear, all vehicle entrances and access routes, all building entrances, sidewalks and walkways, and the gravel parking area located south of the facility.

(3) OPP Detachment Building

Service area includes the entire paved parking lot, all vehicle entrances and access routes, building entrances, sidewalks and walkways, the interlocking stone patio area at the rear entrance, and the garbage compound.

(4) Sturgeon Falls Arena

Service area is limited to the Zamboni snow pile accumulation in front of the Zamboni door. Snow removed from this area shall be relocated to the designated stockpile area within the parking lot.

SCOPE OF WORK

2.0) Bidders are responsible for visiting the site to ascertain the extent and nature of all conditions affecting the performance of the Service/Work.

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SECTION 4.0
SPECIAL PROVISION

- 2.1)** Snow removal & ice control shall include the removal of snow and ice from parking lots, entrances, exits, sidewalks and all perimeters of fire hydrants, transformer, storage facilities, loading docks, block heater pedestals and garbage bins.
- 2.2)** The Contractor shall perform the service/work in accordance with site design condition, applicable Bylaws, codes and regulations, and the requirements of the Municipality of West Nipissing as specified herein.
- 2.3)** Snow removal & ice control shall include, but not be limited to:
 - (1) Plowing and clearing of parking areas, driveways, access routes and fire routes;
 - (2) Removal of snow and ice from building entrances, sidewalks, walkways, stairs and loading areas;
 - (3) Clearing around fire hydrants, transformers, garbage bins, storage areas, block-heater/vehicle pedestals and other site infrastructure;
 - (4) Maintaining clear and accessible emergency exits and escape paths;
 - (5) Application of salt and/or sand as required to maintain safe pedestrian and vehicle surfaces;
 - (6) Maintaining access to all available parking spaces; and
 - (7) Snow removal and relocation as required to maintain safe and functional site conditions.
- 2.4)** The Contractor shall provide snow removal whenever the snow accumulates to 5 cm (2 inches) or more on the service Areas.
- 2.5)** The contractor shall provide Ice control as required based on site and weather conditions, including freezing rain, freezing temperatures, packed snow or ice conditions resulting in slippery surfaces. Salt and/or sand shall be applied as required to maintain safe pedestrian and vehicle access.
- 2.6)** The Contractor shall be responsible for monitoring weather and site conditions and determining when service is required.
- 2.7)** Snow shall be cleared and piled in such a manner as not to interfere with parking, pedestrian or vehicle traffic. Snow piles shall be placed in areas that minimize runoff and refreezing within parking and pedestrian areas. Excess snow, where required, shall be removed and disposed of off-site at no additional cost to the Municipality.
- 2.8)** The Contractor shall remove snow and ice from interlocking brick/paving stone areas, concrete sidewalks, bollards, vehicle pedestals and patios surrounding each the facility.
- 2.9)** The Contractor shall schedule the Services/Work to minimize any disruption of activities at each facility.

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**SECTION 4.0
SPECIAL PROVISION**

- 2.10)** Snow removal & ice control activities are to be conducted seven days per week, 24 hours a day including holidays for facilities operating on a 24hrs basis.
- 2.11)** Should the Contractor fail to report to the Sites in a timely manner, the Municipality of West Nipissing reserves the right to arrange for the provision of snow removal and ice control services by others at the Contractor's expense.
- 2.12)** OPP Detachment: The garbage compound shall be included as part of the quote. All other secured compounds shall be excluded from the scope of work.
- 2.13)** West Nipissing Health Centre: Snow removal shall include the gravel parking lot addition located south of the facility, approximately 155 ft. long × 44 ft. deep.
- 2.14)** Sturgeon Falls Arena: The scope of work at this location is only for the snow removal of the Zamboni's weekly snow pile accumulation in front of the Zamboni door. The contractor shall include removing the snow pile every Monday and Friday before 9am for the duration of the contract. All snow removed from this location can be stockpiled in the parking lot. (Refer to Appendix A). Note that the contractor does not have to perform ice control at this location.
- 2.15)** OPP Detachment Sweeping: The Contractor shall provide all labour, equipment and materials required to complete annual spring sweeping at this site only.
- (1) Sweeping of the entire parking lot, concrete sidewalks, building entrances and concrete patio.
 - (2) Collection, loading and removal of all material and debris from the site.
 - (3) Dust control during sweeping operations.
 - (4) Sweeping shall be completed once annually in the spring at a date approved by the Municipality.
 - (5) All areas shall be left clean and free of accumulated sand, gravel and debris upon completion.

APENDIX A

Sturgeon Falls Arena.

