

## **MUNICIPALITY OF HURON SHORES**

### **TENDER FOR STREET AND PARKING LOT SNOW PLOWING SERVICES**

**Project:** Snowplowing Services

1. Ward 1 Municipal Fire Department Yard;
2. Ward 1 - 3 Municipal Streets in Nestorville;
3. Ward 2 Sowerby Hall and Sowerby Canada Post Mailboxes;
4. Ward 3 Municipal Fire Department Yard;
5. Ward 3 Municipal Office Parking Area; and
6. Ward 3 Huron Shores Public Library Parking Area.

**Duration:** 2017/2018 WINTER SEASON (Commencement and End of season as determined by Public Works Superintendent or Designate)

**Bidding Instructions:**

Deliver, on the Tender Form(s) provided by Municipality of Huron Shores in a sealed envelope clearly marked:

**Tender – Snow Plowing Services**

to:

Municipality of Huron Shores  
Deborah Tonelli,  
Clerk/Administrator  
7 Bridge St., P.O. Box 460  
Iron Bridge, ON P0R 1H0

No later than 4:00 p.m. local time on Wednesday, October 18, 2017,

Identify in Schedule A following:

- the vehicle type, make, model and year of equipment to be used.
- the specific areas by assigned number, that you are bidding on.
- the tender price for services to be provided

## **Conditions of Tender**

1. The Municipality is not bound to accept the lowest or any Tender and reserves the right to reject all Tenders. The Municipality also reserves the right to evaluate all Tenders in any manner it deems fit, such as the right to give preference to bidders upon determination of the price, type of equipment and service being equal, and to base the award of the contract on such evaluation.
2. Preference may be given to Contractors as follows: Persons or firms submitting quotations actively engaged in the kind of work required by the contract and able to provide references of similar work performed by them recently. They should have a minimum of three years of satisfactory experience in this work with ability to provide references for same and shall employ competent operators.
3. Before tendering, examine the sites to fully ascertain the nature and extent of all labour and equipment required.
4. Examine all conditions affecting the sites and the work to be done. Accept full responsibility for any error or neglect in this examination. Recognize that information contained herein is furnished in good faith for guidance purposes, but in no way provides relief from the bidder's responsibility to understand the work required.
5. Report to the Public Works Superintendent or Clerk/Administrator, all items considered to be omissions or errors in practice and points considered to be of ambiguous intent, in order that, if deemed to be pertinent, an addenda or instructions may be issued before the Tender closing date.
6. Trucks shall be insured, licensed, equipped and accessorized as required by the Province of Ontario through the *Highway Traffic Act* and any other Acts, Regulations or By-laws that apply to the snowplow operation being provided by the vehicle and equipment; and shall be insured with liability coverage not less than \$2 million.
7. The successful contractor shall hold valid Commercial General Liability Insurance of not less than \$2 million and shall provide Certificate of same naming the Corporation of the Municipality of Huron Shores as an additional insured, to cover all and any possible claims by the Municipality or third parties due to operations under this contract, prior to commencement of providing any services and not later than one week after Contract award in order for contract to become valid.

8. The Contractor must carry Worker's Safety and Insurance Board (W.S.I.B.) coverage and shall provide Certificate of Clearance for same, prior to commencement of providing services and not later than one week after Contract award in order for contract to become valid.
9. All operators doing work under the contract shall be competent in providing said services, shall possess a valid Ontario driver's license and shall provide proof of same to the Municipality upon acceptance of contract.
10. The Contractor acknowledges and agrees that all work, equipment and operations shall comply with the *Occupational Health and Safety Act and Regulations* and shall be responsible for the compliance therewith of any of its drivers or employees when carrying out services under the contract. All vehicles utilized for the purpose of this contract shall be equipped with a standard first aid kit and fire extinguisher.
11. The Contractor understands that this Contract may be terminated in the event that the Contractor fails to perform the work to the satisfaction of the Public Works Superintendent, Clerk/Administrator or designate, or fails to comply with any of the conditions specified in the Contract.
12. The decision of the Public Works Superintendent, Clerk/Administrator or designate shall be final on all questionable matters.
13. Contract Period: 1 Winter Season. The price quoted shall remain in effect for the duration of the winter season identified in this tender document/contract as set out in Schedule A.
14. Optional 2<sup>nd</sup> Year Renewal: The Contract may be extended for one additional season, at the same rate quoted for the initial 2017/2018 Contract Period, if agreeable to both parties and the work completed by the Contractor has been satisfactory to the Municipality.

## **Scope of Work Specifications**

### **1. General Description of Work:**

Provide all labour, materials and equipment required to carry out snow plowing services at the following locations (you may choose from *all, any one or any combination of the following. If bidding on both Fire Department locations, 2 units must be available, with one assigned to each location for work to be done at the same time as snow accumulation warrants*):

- #1. Ward 1 – Municipal Fire Department Yard  
At 69 and 73 Little Rapids Road – clearing in front of fire hall and fire office buildings and between Fire Hall and Fire Hall Garage
- #2. Ward 1 – 3 streets in Nestorville on north side of Highway 17 each being approximately 60 metres in length
- #3. Ward 2 - Sowerby Hall Parking Lot at 1410 Basswood Lake Road and Canada Post Mailboxes on Basswood Lake Road near its intersection with Hendry Street
- #4. Ward 3 – Municipal Fire Department Yard at 10 John Street, Iron Bridge
- #5. Ward 3 - Municipal Office Front and East Parking Area at 7 Bridge Street, Iron Bridge
- #6. Ward 3 – Huron Shores Public Library Parking Area at 10 Main Street, Iron Bridge.

#### **Note:**

For Clarification on the sites, contact:

Public Works Superintendent or Deputy Clerk @ Office 705-843-2033

2. Snow plowing services to be carried out upon accumulation of 10 cm of snowfall in specified areas or at call out of Public Works Superintendent or designate.
3. Fire Department Yards are to be the first of any areas plowed under this contract.
4. The Contractor shall be authorized to plow only the areas specified, or as site plans provided (if available). Any additional work must be approved by the Public Works Superintendent or designate.
5. Only rubber tired vehicles may be used. Equipment considered too large for the area being cleaned shall not be accepted. Equipment must be capable of drawing snow away from buildings without causing damage.

*P.O. Box 460, 7 Bridge Street, Iron Bridge, ON P0R 1H0  
Phone 705-843-2033 \* Fax 705-843-2035 \* email@huronshores.ca*

6. Minimum equipment unless otherwise approved:

4 Wheel Drive Truck with Plow

EQUIPMENT WITH OPERATOR - Schedule 'A' (Must be completed)

AREA	UNIT (INCL. TYPE, MAKE, MODEL, YEAR)	BACKUP OR ALTERNATE UNIT (INCL. TYPE, MAKE, MODEL, YEAR)	\$ BID PER SNOWPLOW EVENT
#1			
#2			
#3			
#4			
#5			
#6			

Name of Company: \_\_\_\_\_

Print Name of Signing Authority \_\_\_\_\_

Signature of Company Signing Authority \_\_\_\_\_  
(I have the authority to bind the corporation)

Date: \_\_\_\_\_

WINTER SNOW PLOWING SERVICES AGREEMENT

I/We \_\_\_\_\_ (hereinafter referred to as the "Contractor") having carefully examined the contract document above, in its entirety, have inspected the sites subject to this tender submission and do hereby agree to provide equipment with operator(s) for services required as described in this tender document and, to the Municipality of Huron Shores (hereinafter referred to as the "Municipality") as identified and for the price bid set out in Schedule 'A', as attached hereto.

This Tender shall be irrevocable for a period of thirty (30) days from the Tender closing date.

Notification of acceptance may be given and delivery of the form of Agreement made, addressed to the Contractor at the address contained herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Name of Company: \_\_\_\_\_

Workplace Safety & Insurance Board

Registration Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Authorized Signing Authority  
(I have the Authority to Bind the Corporation)  
Include Corporate Seal - where applicable

(If the Contractor is a limited company, this offer must be signed by authorized signing officers of the Company and the Corporate Seal affixed.)

Upon acceptance of this Tender, upon Notification of Acceptance by the Municipality and upon the passing and signing of a Municipal By-law, this Tender Document and Agreement shall be considered the "Contract" and upon receipt of all required valid documentation from the "Contractor", the "Contract" shall be considered to be in effect.

*P.O. Box 460, 7 Bridge Street, Iron Bridge, ON P0R 1H0  
Phone 705-843-2033 \* Fax 705-843-2035 \* email@huronshores.ca*