

THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS

25 TAILLEFER ROAD

CORBEIL, ONTARIO P0H 1K0

RFQ NUMBER: EF - 2026-11
Municipal Yards – Snow Removal

Sealed RFQ will be received by: Attention: Clerk
Municipality of East Ferris
25 Taillefer Road
Corbeil, Ontario
P0H 1K0

RFQ Closing Date: Wednesday, October 7th, 2026

RFQ Closing Time: 3:00pm LOCAL TIME

RFQ Opening: NO PUBLIC OPENING

RFQ for: MUNICIPAL YARDS
SNOW REMOVAL

Location: 25 Taillefer Road
649 Astorville Road

Note: Lowest or any Quote not necessarily accepted

MUNICIPALITY OF EAST FERRIS

TENDER FOR MUNICIPAL YARDS SNOW REMOVAL

MUNICIPALITY OF EAST FERRIS TERMS AND CONDITIONS

1.0 INFORMATION TO BIDDERS

- 1.1 RFQ should be submitted in a sealed envelope and clearly marked “RFQ 2026-11 - Municipal Yards – Snow Removal” and submitted to:

**Attention: Clerk
Municipality of East Ferris
25 Taillefer Road,
Corbeil, Ontario, P0H 1K0**

no later than 3:00 p.m. on Wednesday, October 7th, 2026.

- 1.2 There will be no public opening for this RFQ, the Municipality will review the submitted quotes and provide recommendations to Council for award. The Successful Bidder will be advised of the award.
- 1.3 All quoted prices must include any other applicable charges, HST shall be calculated separately.
- 1.4 Inquiries regarding detailed requirements and specifications of the work should be directed to Antoine Boucher at (705) 752-2740.
- 1.5 The lowest or any RFQ will not necessarily be accepted. The award of the RFQ will be based upon many factors including but not limited to; quoted prices, workmanship on previous past projects, past safety records, type of equipment, CVOR records and other relevant information provided in the RFQ.
- 1.6 The RFQ shall remain valid for a period of 30 days from the RFQ’s closing.

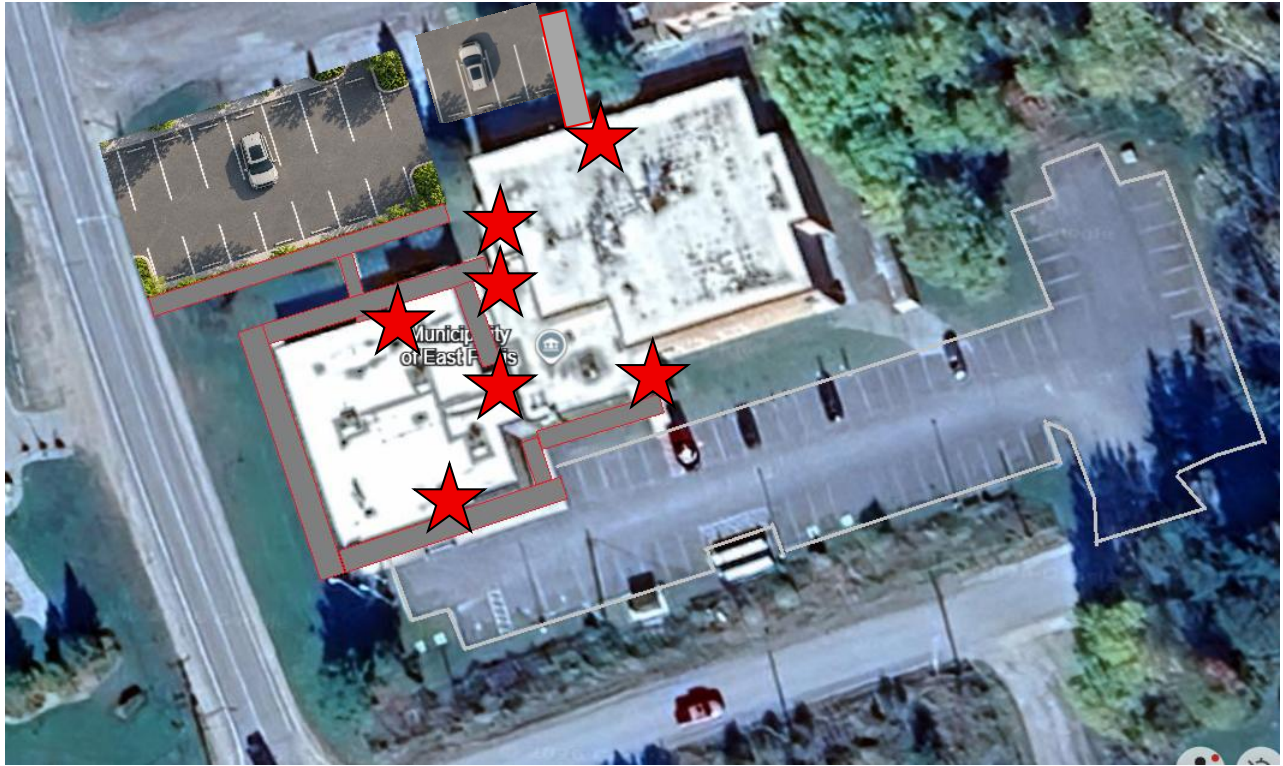
2.0 GENERAL CONDITIONS OF AWARD

- 2.1 Prior to final acceptance of the RFQ, the successful candidate shall provide a WSIB clearance certificate and proof of compliance with the Provincial Retail Sales Tax requirements. Valid WSIB clearance certificates must be maintained, and copies provided to the Municipality, for the life of the work performed under this RFQ.
- 2.2 Prior to final acceptance of the RFQ, the successful candidate shall provide the Municipality with a copy of the contractor’s health and safety policy. The contractor’s health and safety policy shall be adhered to at all times.
- 2.3 The contractor shall carry liability insurance in an amount not less than \$5,000,000 to cover any possible claim by third parties due to this operation. A copy of this policy shall, upon request, be presented to the Municipality’s representative. The above-mentioned insurance shall be continued in force for the duration of the work performed under this RFQ.
- 2.4 In submitting a RFQ, the Bidder acknowledges that he is the Constructor with respect to the most current Occupational Health and Safety Act.

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3.0 SITE LOCATION AND ESTIMATED QUANTITIES



Site 1) 25 Taillefer Rd / 1990 Corbeil Road

OPP Building	– Front OPP Parking Approx.: 180 m² (off Corbeil Rd – North side)
Municipal Building	– Municipal Staff Parking Approx.: 600 m² (off Corbeil Rd – North side)
Combined Buildings	– Rear Parking Approx.: 2,050 m² (off Taillefer Rd – South side)

- a. Including All Walkways (sidewalk): Front, Side and Back
- b. Including Access Doors - Approx.: **7 (Red Stars on imagery)**

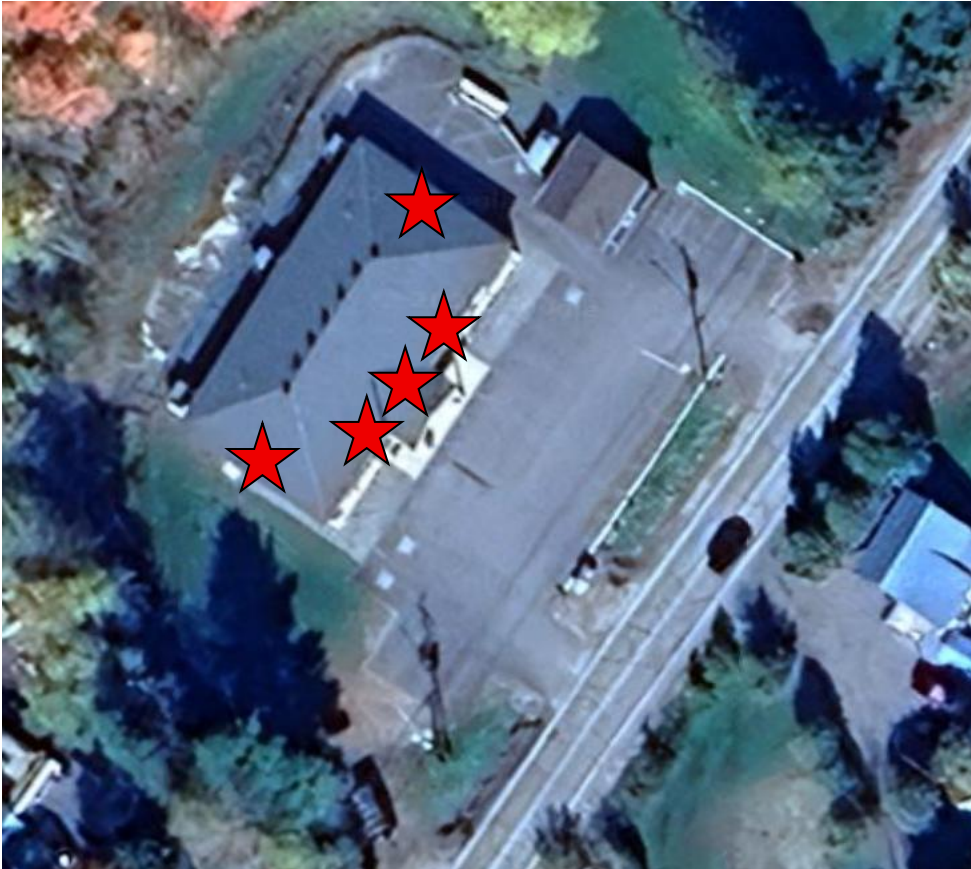
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Site 2) 649 Astorville Road (East Ferris Medical Center)

Medical Center - Approx.: 1,200 m² (Corbeil)

- a. Including All Walkways
- b. Including Access Doors - Approx.: 5



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FORM OF RFO

RFO By:

Bidder (Co. Name):

Contact:

Address:

Phone Number:

Fax Number:

E-mail:

INSURANCE INFORMATION:

Policy Number

Insurance Company

Amount

Expiry Date

Print Name

Signature

Date

In submitting an RFQ, the Bidder acknowledges that he has carefully examined these RFQ documents and understands and accepts the conditions set out herein.

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Lump Sum for 2026-2027 Season

Sites	Lump Sum (winter season)
Site 1 – 25 Taillefer Rd / 1990 Corbeil Road (Municipal / OPP Building)	
Site 2 – 649 Astorville Road (East Ferris Medical Center)	
SUB-TOTAL	
H.S.T.	
2026-2027 GRAND TOTAL	

Lump Sum for 2027-2028 Season

Sites	Lump Sum (winter season)
Site 1 – 25 Taillefer Rd / 1990 Corbeil Road (Municipal / OPP Building)	
Site 2 – 649 Astorville Road (East Ferris Medical Center)	
SUB-TOTAL	
H.S.T.	
2027-2028 GRAND TOTAL	

Lump Sum for 2028-2029 Season

Sites	Lump Sum (winter season)
Site 1 – 25 Taillefer Rd / 1990 Corbeil Road (Municipal / OPP Building)	
Site 2 – 649 Astorville Road (East Ferris Medical Center)	
SUB-TOTAL	
H.S.T.	
2028-2029 GRAND TOTAL	

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DESCRIPTION OF SERVICES

1.0 GENERAL REQUIREMENT

- 1.1 The Municipality of East Ferris requires snow removal services including all labour, equipment, and materials necessary for the proper execution of the services, at the following locations in the Municipality of East Ferris as described in the previous sections.

Site 1 – 25 Taillefer Rd (Municipal Building) / 1990 Corbeil Road (OPP)

Site 2 – 649 Astorville Rd (East Ferris Medical Center)

- 1.2 The Service of this RFQ is for the 2026/27, 2027/28 and 2028/29 winter seasons. The Term is from November 1st to April 15th for each winter season. The Municipality of East Ferris has the right to further extend or terminate the contract upon acceptance by both parties.
- 1.3 In the event of further extension, it is understood that the stated rates will be reviewed on its anniversary each year, and payment will be adjusted based on the following two criteria: First a Total Consumer Price Index provided by the Bank of Canada will govern the overall contract price increase from the previous agreed contract rate, while a second adjustment will reflect the need to increase or decrease both the level of service and/or the addition or removal of other municipal sites.

2.0 SCOPE OF SERVICES

- 2.1 The Contractor shall completely clear snow as required on all areas as per section 3.0 of Municipality of East Ferris terms and conditions including but not limited to all, parking lot/parking areas, fire lane, doors, and stairs.
- 2.2 Upon snow removal, pedestrian access doors and walkways will be sanded by Contractor. Sand is provided in totes by Municipality (located near access doors).
- 2.3 To ensure ongoing safe conditions for the general public and staff, the Contractor shall, if the need arises, clear all areas of snow as referenced herein, repeatedly and on an ongoing basis to avoid buildup.
- 2.4 Snow clearing operations will commence when 50 mm (two inches, 2”) of snow has accumulated, or when drifting necessitates such action.
- 2.5 In the event of continuing snowfall, the Contractor shall clear and remove snow so that an accumulation of snow not greater than 50 mm (four inches, 2”) will remain at any time.
- 2.7 The Contractor shall provide regular inspections of the premises to ensure that snow removal is undertaken in a timely manner.
- 2.8 It is absolutely critical that the Contractor be constantly monitoring current weather forecasts in order to be proactive in responding to snow removal on time. The Contractor is responsible to maintain the snow removal level of service requested in this Contract.

However, in the event of unforeseen circumstances, where the Municipality of East Ferris deems it necessary for the Contractor to initiate and start snow removal, the Contractor shall not refuse such callouts. It is understood that the Contractor will be prepared to respond in a timely manner with all necessary equipment and sufficient crew members to respond within 1-hr of the initial

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call-out.

- 2.9 In order to prevent damage to the property during snow removal, the Contractor shall as necessary, provide and install markers at all railings, curbs, signage, light standards, landscaping, etc. If any damage occurs and is reported to the Municipality, the Contractor shall be responsible for the replacement and/or repair costs.
- 2.10 All trees and shrubs adjacent to snow removal areas shall be adequately protected by placing warning markers around the perimeter of all shrubs, trees and garden beds. Snow shall not be pushed or piled around or against any fences or landscaping on the property.
- 2.11 The Services covered under the Contract may decrease or increase over the duration of the Contract. The Contractor agrees to amend the Contract in accordance with the provisions set forth in the Municipality of East Ferris' Terms and Conditions. The cost reflecting such alteration of services will be mutually agreed in order to revise the agreement in place.
- 2.12 The Municipality will maintain a one-hundred-dollar (\$100.00) penalty clause per snow removal events to be exercised as follows:
 - a) When the Contractor does not respond in a timely manner as required in this RFQ.
 - b) When the Contractor does not perform in accordance with the scope of service identified in this RFQ.

The Municipality will inform the Contractor of a specific issue first verbally, on a second occasion in writing. Should the issue continue to arise, the Municipality will exercise the penalty clause. Ongoing issues will be considered just cause for ending the contract.

- 2.13 The Contractor shall submit in writing the names, addresses, telephone numbers and driver's license numbers of all operators to the Municipal Engineer prior to each winter maintenance season. No other operators shall be used unless the Municipal Engineer is notified at least five (5) days in advance of the names, addresses, telephone numbers and driver's license numbers of the operators to be added to the list. The Contractor will be responsible for training the operators to carry out the work as described under the terms of this agreement.

3.0 SANDING AND SALTING OPERATIONS

- 3.1 Under this Contract, the successful Contractor **shall provide sanding** to all pedestrian access, mainly access door and sidewalks. Material provided by Municipality is located in totes near access doors.
- 3.2 Sanding and salting operations for the vehicle parking lots will remain the responsibility of the Municipality and **are not part** of this contract.

4.0 SNOW REMOVAL FROM SITE

- 4.1 The Contractor shall be permitted to pile snow in only those areas designated as snow storage and as approved by the Municipality of East Ferris. When piling snow, the Contractor shall make every effort to ensure that property and landscape damage does not occur.
- 4.2 In the event snow storage area becomes full, the Contractor shall co-ordinate this snow removal with the Municipality of East Ferris, providing at least 1 week notice.

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5.0 SCHEDULE

- 5.1 Snow removal operations shall start after becoming aware of the fact that the snow accumulation on a municipal site is greater than 50mm (two inches), to deploy resources as soon as practicable to address the snow accumulation; and after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to 50mm (two inches) within the time set out below.

1) Site 1 - Municipal Office/OPP Monday to Friday – **7:00 a.m. to 5:00 p.m.**

2) Site 2 – Medical Center Monday to Friday – **7:00 a.m. to 6:00 p.m.**

- 5.2 The Contractor is advised that Council meetings (after hours) occur every 2nd and 4th Tuesday of each month. On such days, the standard set out under section 5.1 shall be extended to **7:00 p.m.**

6.0 AVAILABILITY AND RESPONSE TIME

- 6.1 The Contractor shall provide the Municipality of East Ferris with a contact name and Telephone/cellular number for 24/7 call-out purposes. A telephone answering service/machine is not acceptable.

- 6.2 The Contractor shall be available at all times and shall not refuse any call for Service requested by the Municipality of East Ferris. The time lapse between the initial call-out and the point at which the Contractor is on site with all necessary equipment shall not be greater than one (1) hour.

7.0 SITE CONDITIONS

- 7.1 The Contractor understands that the Municipality has commercial tenants at the Medical Centre. Snow removal operations at this location shall be performed with minimal disruption to their business operations.
- 7.2 The Contractor shall protect the premises and any property adjacent to the Property from damage. The Contractor shall be responsible for any such damage, which may arise as the direct or indirect result of the Contractor's performance of the Services under the Contract.
- 7.3 All site dimensions and conditions must be verified by the Contractor.
- 7.4 Prior to the start of the Contract, the Contractor shall check the condition of the site in conjunction with the Municipality of East Ferris so as not to be held responsible.
- 7.5 Upon attaining substantial performance of the Services, the Contractor shall remove any surplus products, tools, machinery, and equipment not required for the performance of the remaining Services, unless the site has been specified for the equipment to remain on site. The Contractor shall also remove any waste products and debris arising from or incidental to the Services and shall leave the Property clean and suitable for use by the occupants thereof.

8.0 PAYMENT

- 8.1 Payment for services rendered under this contract will be made as follows:

- a) The Contractor shall provide an invoice by the end of each month for services rendered.
- b) Payments will be issued within 20 days from receiving invoices.

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9.0 SAFETY

- 9.1 The Contractor shall carry out the Services in a safe and efficient manner as would normally be required for the type of work being performed in strict accordance with all Workplace Health and Safety regulations, and any other applicable laws.
- 9.2 All worker injury or accident shall immediately be reported to the Municipality of East Ferris for this Contract as set out on the face of this document.
- 9.3 All equipment operators shall be qualified and experienced with equipment being operated and licensed by the authority having jurisdiction.

10.0 DAMAGE

- 10.1 The Contractor shall be responsible for any damage incurred during the execution of the Services of this Contract. Any damage shall be repaired to the satisfaction of the Municipality of East Ferris.
- 10.2 The Contractor shall immediately report any damage that affects business operations or building services to the Municipality of East Ferris.
- 10.3 Where damage affects the business operation or building services, i.e. light standards, bell pedestals, hydro poles, etc., the Municipality of East Ferris shall determine if the repair is to be commenced and completed immediately. If the repair is to be deferred until spring, it shall be completed no later than April 30th of the current winter operation season.
- 10.4 The Contractor shall at its own expense replace damaged grass areas, trees and shrubs with materials to match existing conditions.

11.0 EQUIPMENT

- 11.1 The Contractor shall not leave any equipment idling and unattended without reason under any circumstance.
- 11.2 Equipment with a fuel capacity exceeding twenty (20) liters shall not be refueled on site. Except for equipment designated to remain on site, in which case equipment may be refueled on site, using an appropriate pumper truck with nozzle. No on-site fuel storage permitted.
- 11.3 Any spills shall be reported to the Municipality, shall be contained, and cleaned and disposed of according to regulations.

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PICTURES



Approved standard showing proper sidewalk and door access



Expected snow removal standard for sidewalk access

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Expected snow removal standard for sidewalk access and parking lot.



Expected snow removal standard for sidewalk access next to parking lot.

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Unsafe level of service, Contractor would be expected to fully clear snow within sidewalk access



Unsafe level of service, Contractor would be expected to fully clear snow providing full door access.
(i.e.: Fire exit)