



**THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT**

**REQUEST FOR QUOTATION**

**Snow Clearing**

**RFQ-PW-002-2025**

**CLOSING DATE**

Friday October 17, 2025  
11:30 am

Township of North Stormont  
57A Cockburn Street, Berwick  
613-984-2821

**Late quotations will not be accepted**

*The Corporation of the Township of North Stormont reserves the right to accept or reject all or part of any quotation, to accept other than the lowest quotation, and to cancel this Request for Quotation at any time.*

## **SUBMISSION FORMAT**

Submissions may be delivered in one of the following ways:

- a. Electronically (PDF) emailed with a read receipt to:

Bethany MacDonald  
*Public Works Administrative Assistant*  
bmacdonald@northstormont.ca

- b. Mailed, couriered, or hand-delivered to the Township office, in a sealed envelope addressed to the Township. Delivery via third-party courier service shall be at the sole risk of the Proponent and must be arranged to ensure arrival at the Township office prior to the RFQ closing time.

The Corporation of the Township of North Stormont  
57A Cockburn Street, Berwick ON  
K0C 1G0

## **SUBMISSION CLOSING**

Submissions will be received until **11:30 am (local time) on Friday, October 17, 2025**. This time and date will be considered the official closing of the RFQ.

## **SUBMISSION OPENING**

Submissions will be opened by Municipal Staff following the official closing. In order to ensure all submission requirements are met, **submissions will not be opened in a public forum.**

## **PROJECT CONTACT**

For any questions, comments, clarifications, or concerns regarding this RFQ, please contact:

Blake Henderson  
*Public Works Superintendent*  
bhenderson@northstormont.ca  
Cell: 613-551-0498

## SCOPE OF PROJECT AND SPECIFICATIONS

The Corporation of the Township of North Stormont is seeking quotations from qualified contractors for snow clearing of parking lots at various Township-owned locations for the 2025-2026 winter season. **This contract covers the period from November 15, 2025 to April 15, 2026.**

**Snow clearing is to be performed when snowfall accumulation reaches 5 cm.**

- This contract is limited to parking lot snow clearing only, identified by the blue area in the location maps
- Snow should be piled in the areas identified by orange in the location maps
- Sidewalks and walkways are not included in the scope of work
- Salting operations will be carried out by the Township unless otherwise specified. Any exceptions requiring the Contractor to perform salting will be identified in the location-specific requirements.

This RFQ includes the option for a one-season renewal for the 2026-2027 winter season, subject to mutual agreement by both parties.

LOCATION 1: Monkland and District Community Centre

LOCATION 2: Moose Creek Recreation

LOCATION 3: Moose Creek Fire Hall

LOCATION 4: Avonmore Ambulance Bay and Fire Hall

LOCATION 5: North Stormont Place

**Each location may be awarded individually.** Therefore, quotations are to be submitted on a per-site basis. Some locations shall be priced as a lump sum for the full season, while others shall follow a per-trip rate, depending on the operational needs of each facility. The required pricing structure for each location is outlined in the location-specific requirements.

LOCATION 1:

**Monkland and District Community Centre**

*17337 County Road 43, Monkland*

Pricing Type: Seasonal Lump Sum

Salting Required: No

Additional Requirements: Cleaning must be completed prior to the opening hours of the Canada Post Office



LOCATION 2:

**Moose Creek Recreation**

*5 Munroe Street, Moose Creek*

Pricing Type: Seasonal Lump Sum

Salting Required: No

Additional Requirements: None



LOCATION 3:

**Moose Creek Fire Hall**

*60 Sabourin Street, Moose Creek*

Pricing Type: Seasonal Lump Sum

Salting Required: No

Additional Requirements: None





**LOCATION 4:**

**Avonmore Ambulance Bay and Fire Hall**

*16307 County Road 43, Avonmore*

Pricing Type: Per-Trip

Salting Required: Yes

Additional Requirements: On-call availability for ambulance access



**LOCATION 5:**

**North Stormont Place**

*16299 Fairview Drive, Avonmore*

Pricing Type: Per-trip

Salting Required: Yes

Additional Requirements: Cleaning must be completed prior to the start of the school day and the opening hours of the Doctor's Office





## **NOTE TO THE PROPONENT**

The Proponent has carefully reviewed the provisions, specifications, and conditions of this document and has examined the site and location of the work to be done under this contract. The Proponent also understands and accepts the said provisions, specifications, and conditions and for the price set forth in this RFQ, hereby offers to furnish all labour, equipment, and so on, except as otherwise specified in the contract, and to complete the work in strict accordance with the provisions, specifications and conditions of this RFQ.

Quotations shall be open for acceptance for a period of thirty (30) days after the closing date. After this time, the quotation may only be accepted with the consent of the successful Proponent.

## FORM OF QUOTATION

I/We (the Proponent) have reviewed RFQ-PW-002-2025 for Snow Clearing for the Township of North Stormont, and hereby agree to perform the work diligently and in accordance with industry best practices, meeting the specified accumulation threshold and response times. I/We further confirm acceptance of all terms and conditions outlined in the RFQ.

### Contract Price:

LOCATION	BID (not including HST)
SEASONAL LUMP SUM PRICING	
Monkland and District Community Centre	
Moose Creek Recreation	
Moose Creek Fire Hall	
PER-TRIP PRICING	
Avonmore Ambulance Bay and Fire Hall	
North Stormont Place	

COMPANY NAME	
CONTACT	
ADDRESS	
TELEPHONE	
EMAIL	

\_\_\_\_\_  
Name

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **TERMS AND CONDITIONS**

### **1. General Conditions**

- 1.1.** The Contractor shall provide competent workers to carry out the work safely and responsibly.
- 1.2.** Work hours shall be as directed by the Township.
- 1.3.** Township inspection staff shall confirm acceptance of work performed before the approval and issuance of payment.
- 1.4.** The Contractor shall indemnify and save harmless The Township of North Stormont from and against all claims, actions, losses, expenses, costs, or damages of every nature and kind whatsoever which the Township, its employees, officers, or agents may suffer as a result of the negligence of the Contractor, its employees, officers, or agents in the performance of the contract.

### **2. Submissions**

- 2.1.** Proponents are required to complete The Form of Quotation in its entirety and submit it either in hard copy or by email. All entries must be completed using permanent ink or typed. Handwritten submissions must be legible.
- 2.2.** The Form of Quotation must be signed in ink. Electronic signatures will not be accepted.
- 2.3.** Each proponent is solely responsible for any costs associated with preparing and submitting their submission.
- 2.4.** All submissions become the property of the Township. Details of submissions may be disclosed after the evaluation process and, therefore, shall not be treated as confidential unless expressly stated otherwise.

### **3. Notification of Acceptance**

- 3.1.** After the contract is awarded by the Municipality, the successful Proponent will be notified of acceptance by phone or email, using the contact information provided in the Form of Quotation.
- 3.2.** Upon notification of acceptance, the successful proposal shall constitute a contract between the parties. Therefore, it is anticipated that no agreement or other separate documents will be required.
- 3.3.** Quotations shall be open for acceptance for a period of thirty (30) days after the closing date. After this time, a quotation may only be accepted with the consent of the successful bidder or contractor.

#### **4. Basis of Rejection**

- 4.1.** The Corporation of the Township of North Stormont reserves the right to reject any or all proposals for any reason whatsoever, including, but not limited to, the criteria outlined in Schedule “A” (if applicable).
- 4.2.** There is no bid deposit required for this RFQ.
- 4.3.** The Township has the authority and discretion to terminate this quotation at any time, without giving a reason and to accept any proposal considered best for its interest.

#### **5. Basis of Payment**

- 5.1.** The Contractor shall submit an invoice to the Township according to one of the following payment schedules, to be selected upon contract award:
  - Option 1:** Invoices submitted monthly, for services rendered during the preceding month.
  - Option 2:** A split billing schedule whereby the Contractor shall submit an invoice on or before January 15<sup>th</sup> for services performed in November and December, and a second invoice on or before May 15<sup>th</sup> for services performed from January through April.
- 5.2.** The Township will issue payment within thirty (30) days of receiving a complete and approved invoice.

#### **6. Regulations and Policies**

- 6.1.** The Contractor shall abide, if applicable, by the requirements of the Industrial Standards Act, Employment Standards Act and any other Acts or By-Laws, including Provincial and Federal Legislation which are relevant to the performance of work.
- 6.2.** All contractors and sub-contractors must comply with all Health and Safety requirements as well as the Violence and Harassment policy for The Township of North Stormont.

#### **7. Public Works Superintendent or Designate**

- 7.1.** The Public Works Superintendent or designate shall mean any such person, partnership or corporation appointed by the Council to act on their behalf in any capacity.

#### **8. Damage by Vehicle and Other Equipment**

- 8.1.** If at any time, in the opinion of the Public Works Superintendent, damage is done or is likely to be done to any highway, parking lot, sidewalks, surrounding sodden areas

or any property thereon by the Contractor's vehicles or other equipment whether licensed or unlicensed, the Contractor shall, on the direction of the Public Works Superintendent and at the Contractor's own expense make changes in or substitutions for such vehicles or other equipment or shall alter loadings or shall in some other manner remove the cause of damage and complete the necessary clean up and repairs to the satisfaction of the Public Works Superintendent.

## **9. Liability Insurance**

- 9.1.** The Contractor shall, at their own expense, within ten (10) days of notification of contract award and prior to the commencement of work, obtain and maintain insurance coverage as specified herein. Evidence of such insurance shall be provided to the Township.
- 9.2.** All insurance policies shall remain in force for the duration of the contract unless otherwise stated and shall not be cancelled unless the insurer provides the Township with at least thirty (30) days' written notice prior to cancellation.
- 9.3.** Insurance policies must be issued by a company and in a form acceptable to the Township.
- 9.4.** Any and all deductibles shall be the sole responsibility of the Contractor. The Township shall bear no responsibility for any deductibles.
- 9.5.** The Contractor is responsible for insuring its own property and assets. Failure to do so shall not impose any liability on the Township.
- 9.6.** The Contractor shall maintain Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the Contractor relating to its obligations under this agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured; contingent employers liability; tenants legal liability; cross liability and severability of interest clause.
- 9.6.1. This insurance shall name The Corporation of the Township of North Stormont as Additional Insured** and shall include a waiver of subrogation. Coverage shall be primary and non-contributing with any insurance held by the Township.
- 9.7.** The Contractor shall maintain Automobile Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services,



covering liability for bodily injury, death, and damage to property with a limit of not less than \$2,000,000 inclusive for each and every loss.

#### **10. Indemnification**

- 10.1.** The Contractor shall defend, indemnify and save harmless The Corporation of the Township of North Stormont, their elected officials, officers, employees, and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal fees), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by bidder, their officers, employees, agents, or others who the bidder is legally responsible.
- 10.2.** This indemnity shall be in addition to and not in lieu of any insurance to be provided by the bidder in accordance with this agreement and shall survive this agreement.

#### **11. Workers' Compensation**

- 11.1.** The Contractor shall comply with the regulations of the Workplace Safety & Insurance Board of Ontario (WSIB). The Contractor shall provide a valid WSIB clearance certificate prior to commencing any work under this contract.

## SCHEDULE "A"

RESPONSES FOR ADMINISTERING IRREGULARITIES CONTAINED IN BIDS		
<b>GENERAL</b>		
1	Late Bids	Automatic Rejection. Returned unopened to bidder.
2	Unsealed envelopes	Automatic rejection.
<b>INSUFFICIENT FINANCIAL SECURITY</b>		
3	No bid deposit, uncertified cheque, or financial security not an original (i.e. photocopy)	Automatic rejection.
4	Amount of financial security is insufficient	Automatic rejection.
5	Name or signature of supplier, or bonding company are missing or incomplete	Automatic rejection.
6	Failure to provide a letter of agreement to bond (if required)	Automatic rejection.
<b>BID DOCUMENT EXECUTION</b>		
7	Bids completed in erasable medium	Automatic rejection.
8	Signature of representative authorized to bind the supplier is missing or incomplete on bid document	Automatic rejection.
9	Electronic signature of representative authorized to bind the supplier shown on admission form	Five (5) working days to obtain original signature
10	Form of proposal or quotation missing or incomplete	Two (2) working days to correct to the satisfaction of the Treasurer or designate or Township reserves the right to waive this and accept the bid. Otherwise automatic rejection.
11	Form of Tender missing or incomplete	Automatic rejection.
12	Signature of witness, if required, missing or incomplete	Two (2) working days to correct to the satisfaction of the Treasurer or designate or Township reserves the right to waive this and accept the bid. Otherwise automatic rejection.
13	Date of bid missing or incomplete	Two (2) working days to correct, otherwise automatic rejection.

## SCHEDULE "A"

14	Incomplete, illegible or obscure bids or bids which contain information not called for, erasures, overwriting or strikeouts not initialed	Two (2) working days to correct to the satisfaction of the Treasurer or designate or Township reserves the right to waive this and accept the bid. Otherwise automatic rejection.
15	Document, in which all necessary addenda have not been acknowledged	Two (2) working days to correct to the satisfaction of the Treasurer or designate or Township reserves the right to waive this and accept the bid. Otherwise automatic rejection.
16	Failure to attend mandatory site visit (if required)	Automatic rejection.
17	Bid received on documents other than those provided in the bid solicitation	Automatic rejection unless allows for in the bid solicitation
18	Failure to insert the full bidder's business name in the space provided in the bid solicitation form	Automatic rejection unless in the opinion of the Treasurer or designate, the incomplete nature is trivial
19	Mathematical errors	Two (2) working days to initial the corrections as made by the Township. Unless otherwise state in the bid, the unit price shall prevail and the total bid price shall be adjusted accordingly.
20	Qualified bids (bids qualified or restricted by an attached statement)	Automatic rejection
21	Bids containing minor obvious clerical errors	Two (2) working days to confirm bid to the satisfaction of the Treasurer or designate
22	Any other irregularities	Upon legal opinion, the Treasurer or designate shall have the authority to waive other irregularities or grant two (2) working days to initial such irregularities considered to be minor.