



**REQUEST FOR QUOTATION
PARKING LOT WINTER MAINTENANCE**

CONTRACT #2026-WM-001

QUOTATIONS RECEIVED BY:

The Corporation of Tay Valley Township
217 Harper Road,
Perth, Ontario K7H 3C6
Attention: Sean Ervin, Public Works Manager
Telephone: 613-267-5353 ext. 127
E-mail: publicworksmanager@tayvalleytwp.ca

**THE CORPORATION OF TAY VALLEY TOWNSHIP
PARKING LOT WINTER MAINTENANCE
CONTRACT #2026-WM-001**

PART "A" – INFORMATION TO BIDDERS

1. Invitation to Bidders

This Request for Quotation is an invitation by the Corporation of Tay Valley Township ("The Township") to prospective Contractors to submit a quotation for the **Parking Lot Winter Maintenance** as described in Parts A and B.

2. Request for Proposal Timetable

Issue Date of Request for Quotation	August 26, 2026
Deadline for questions	September 7, 2026 4:00 PM local time
Last addendum issue date (if any)	September 8, 2026 4:00 PM local time
Submission deadline	September 10, 2026 1:00 PM local time
Anticipated execution date for Agreement	September 22, 2026
Irrevocability Period	Ninety (90) days

The timetable is subject to change. Bidders will be notified of any changes to the dates noted above by addenda.

3. Procurement Representative

For the purposes of this procurement process, the Township's "Procurement Representative" will be:

Name: Sean Ervin, Public Works Manager
Telephone: 613-267-5353 ext. 127
Toll Free: 1-800-810-0161
E-mail: publicworksmanager@tayvalleytwp.ca

Bidders should only contact the Procurement Representative through email.

Bidders and their representatives are not permitted to contact employees, officers, agents, elected or appointed officials or other representatives of the Township, other than the Procurement Representative. Failure to adhere to this rule may result in the disqualification of the Bidder and the rejections of the Bidder's bid.

4. Clarification of Documents

All questions and/or requests for clarification related to this Request for Quotation shall be directed to the Procurement Representative. The Township will not accept any Bidder's questions or requests for information by any other means, except as specifically stated in this Request for Quotation. Any such clarifications so given shall not, in any way, alter the Township's documents and the Bidder and the Township agree that in no case shall oral arrangements be considered.

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No officer, agent or employee of the Township is authorized to alter, orally, any portion of these documents. During the period prior to submissions, alterations will be issued to Bidders as written Addenda. In the submission, the Bidder shall list all Addenda that were considered when the submission was prepared.

All questions shall be directed, in writing (by email) to the Procurement Representative at least three (3) business days prior to the submission due date at 4:00 p.m.

5. Addenda

Bidders may be advised by addenda of required additions, deletions, or alterations in the requirements of the Quotation documents. All such changes shall become an integral part of the Quotation documents and shall be allowed for in arriving at the total submission price.

6. Withdrawal

A Submission may be withdrawn at any time prior to the closing date and time at the Bidder's discretion by notifying the Procurement Representative prior to the closing date and time.

If a Bidder wishes to amend an already submitted bid prior to the Submission Deadline, the Bidder may withdraw the submitted bid and submit a revised bid to the Procurement Representative prior to the Submission Deadline. The Bidder is solely responsible for ensuring the revised bid is received by the Procurement Representative by no later than the Submission Deadline.

7. Electronic Submission Only

Bids must be submitted electronically by emailing the Procurement Representative. The Township will not accept bids submitted by any other method.

8. Bid Submission Timing

Bids will only be accepted if they are received by the Procurement Representative by no later than the Submission Deadline.

The timing of the bid submission is based on when the bid is received in the Procurement Representative's email inbox, regardless of when the Bidder began the submission process. Onus and responsibility rests solely with the Bidder to ensure its bid is received by the Procurement Representative by no later than the Submission Deadline.

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Bidders are advised that transmission of bids can be delayed due to file transfer size, transmission speed and other issues. Bidders are strongly encouraged to allow sufficient time to upload their bid submission and attachment(s), if applicable, and to resolve any issues that may arise. Bidders making submissions near the Submission Deadline do so at their own risk.

The Procurement Representative will send a confirmation email to the Bidder advising that their Bid was successfully received.

9. Public Opening

There will be no public opening.

10. Quotation Results

After the Quotation opening, requests may be submitted to the Township for the results.

11. Bid Acceptance

It shall be the policy of the Township that in any procurement of goods, services, facilities or construction invitations to submit a Quotation to the Township, the Township reserves the right to reject an offer to supply goods and/or services or Quotations presented in response to the Township procurement processes where the Township determines, in its sole and unfettered discretion, that the entity making the offer has performed poorly on any Township contract during the previous five (5) year period. Township Council may remove a Bidder's name from consideration for a contract under this Policy, for a period of up to five (5) years, on the basis of documented poor performance or non-performance on a Township Contract.

Unless otherwise specified in these Quotation documents, this Quotation constitutes an irrevocable offer to provide the goods and/or services described herein for a period of ninety (90) calendar days from the closing date of the receipt of Quotations. The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

The Township reserves the right to award by item, or part thereof, groups of items, or parts thereof or all items of the Submission, and to award Contracts to one or more Bidders submitting identical prices, to accept or reject any Submission in whole or in part and, to waive irregularities or omissions if in so doing, the best interests of the Township will be served. No liability shall accrue to the Township for its decision in this regard.

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The acceptance of any Submission is subject to appropriate funding acceptable to the Township.

The placing in the mail or delivery of a notice of award to the Bidder address, given in the Submission, shall constitute notice of acceptance of the Contract.

12. Contract Documents and Order of Precedence

The contract documents shall consist of all the pages of the Request for Quotation documents, issued by the Township, and the Bidder's submission.

These documents, and portions thereof, take precedence in the order in which they are named, notwithstanding the chronological order in which they are issued or executed.

The intent of the Contract is that the Bidder shall supply equipment and materials, or services complete and suitable for the Township's intended use.

None of the conditions contained in the Bidders standard or general conditions of sale shall be of any effect unless explicitly agreed to by the Township and set forth or specifically referred to therein in the final contract executed by the Township with the Bidder.

13. Failure to Enter into an Agreement

In addition to all of the Township's other remedies, if a selected Bidder fails to execute the accepted agreement or satisfy any other applicable conditions within ten (10) days of notice of selection, the Township may, in their sole and absolute discretion and without incurring any liability, approve an extension, or rescind the selection of that Bidder and proceed with the selection of another Bidder.

14. Assignment

The Bidder shall not assign the Contract, or any portion thereof, without the prior consent of the Township.

If the Township agrees to the assignment of the Contract, all Assignment Agreements will be prepared at the sole cost of the Bidder, and under no circumstances will the Township be responsible for these costs.

15. Harmonized Sales Tax

Harmonized Sales Tax (H.S.T.), or any other applicable taxes, will be paid **in addition** to the Sub Total Contract Price.

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PART "A" – INFORMATION TO BIDDERS

16. Health and Safety

The Bidder assumes full responsibility for conforming with all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislation.

Accordingly, the Bidder shall:

- (a) Demonstrate establishment and maintenance of a health and safety program with objectives and standards consistent with applicable legislation.
- (b) Provide a copy of your Contractor's Health and Safety Policy Statement, dated not earlier than 2026, to be submitted after the award of the quotation.
- (c) Provide a copy of the applicable WSIB Certificate of Clearance or equivalent (if the Bidder is from outside Ontario), to be submitted after the award of the quotation.

Upon request, at any time from the awarding to the completion of the Contract, submit proof of fulfillment of the above noted.

17. Accessibility

The Bidder shall provide a declaration with the Quotation that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations. An example of a declaration is available from the Procurement Representative upon request. The declaration shall be provided to the Township following the acceptance of the quotation.

18. Insurance

Commercial General Liability Insurance

The Company shall, at their expense obtain and keep in force during the term of the Contract, Commercial General Liability Insurance satisfactory to the Township. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and include but not be limited to the following:

- a. Third party Bodily Injury, Personal Injury and Property Damage, to an inclusive limit of not less than \$5,000,000 per occurrence with an aggregate of not less than \$5,000,000.
- b. The Township shall be added as an additional insured with respect to the operations of the Named Insured.
- c. The policy shall contain a provision for cross liability and a severability of interest clause.
- d. Non-owned Automobile Coverage for a limit of not less than \$5,000,000 including contractual non-owned coverage.
- e. Products and completed operations coverage.
- f. Contingent Employer's Liability.

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PART "A" – INFORMATION TO BIDDERS

- g. Broad Form Property Damage.
- h. The policy shall contain a provision for contractual liability – oral and written.
- i. Owner's and Contractor's Protective.
- j. The policy shall provide the Township with 30 days' notice of cancellation or nonrenewal.

Contractor's Pollution Liability

The Contractor shall carry Contractor's Pollution Liability insurance with a limit of not less than \$2,000,000, covering losses caused by pollution conditions arising out of or resulting from the operations and work performed by or on behalf of the contractor, its sub-contractor, and adding the Township as an additional insured. Coverage shall include bodily injury, property damage, clean-up and remediation costs.

Automobile Liability Insurance

The Company shall provide Automobile liability insurance in respect of licensed vehicles with limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death and damage to property, covering all licensed vehicles owned or leased by the Contractor, and endorsed to provide the Township with not less than 30 days' notice, in writing, in advance of any cancellation, change or amendment restricting coverage.

Certificate of Insurance

The Company shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to Contract commencement.

The Company remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

19. Indemnification

The Bidder shall defend, indemnify and save harmless The Corporation of the Township of Tay Valley and their elected officials, officers, and employees from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), 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 the bidder, its agents, officers, employees, or others who the bidder is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Company in accordance with this agreement and shall survive this agreement.

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PART "A" – INFORMATION TO BIDDERS

20. Laws and Regulations

The Bidder shall comply with relevant federal, provincial, and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Bidder shall be responsible for ensuring similar compliance by its suppliers and subcontractors.

The Contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

21. Default by Bidder

If the Bidder commits any act of bankruptcy or if a receiver is appointed on account of its insolvency or in respect of any of its property or if the Bidder makes a general assignment for the benefit of its creditor, then, in any such case, the Township may, without notice, terminate the Contract.

If the Bidder fails to comply with any request, instruction or order of the Township or fails to pay its accounts or fails to comply with or persistently disregard statutes, regulations, by-laws or directives or relevant authorities relating to the work or fails to prosecute the work with skill and diligence or assigns or sublets the Contract without the Township's written consent or refuses to correct defective work or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract, then, in any such case, the Township may, upon expiration of ten (10) days from the date of written notice to the successful Bidder, terminate the Contract.

Any termination of the Contract by the Township, as aforesaid, shall be without prejudice to any other rights or remedies the Township may have.

If the Township terminates the Contract, it is entitled to:

- Take possession of all of the work in progress and finish the work by whatever means the Township may deem appropriate under the circumstances.
- Withhold any further payments to the Bidder until its liability to the Township can be ascertained.
- Recover from the Contractor loss, damage and expenses incurred by the Township by reason of the Bidders default (which may be deducted from any monies due or becoming due to the Contractor, any balance to be paid by the Bidder to the Township).

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PART "A" – INFORMATION TO BIDDERS

22. Contract Cancellation

The Township shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Township and the Bidder shall negotiate a settlement.

The Township shall not be liable to the Bidder for loss of anticipated profit on the cancelled portions of the work.

23. Responsibility

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder prior to, subsequent to, or by reason of the acceptance or the non-acceptance of a Quotation save as provided in the Contract. The Township reserves the right to reject any or all Quotations and to waive formalities as the interest of the Township may require without stating reasons, therefore, and the lowest or any Quotation will not necessarily be accepted.

24. Payments

The Bidder shall invoice "Tay Valley Township" monthly, for services and materials provided. The Township shall pay said invoice within thirty (30) days of receipt of the invoice.

The Bidder will be required to complete the applicable paperwork to facilitate payment via Electronic Funds Transfer (EFT). This paperwork will be provided to the Bidder by the Township after the Contract is awarded.

The Township shall have the right to withhold, from any sum otherwise payable to the Consultant, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

25. Municipal Freedom of Information

Any personal information collected by or on behalf of the Township under this Request for Quotation is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. The information provided to the Township may be used to confirm certain information provided in the submissions for this project. The person submitting this Quotation, consents to such collection and use of the information. The person submitting this Quotation acknowledges the Quotation is a public document and that the information contained in the Quotation may become public and consents to the release of that information. By responding to this Request for Quotation, respondents waive any challenge to the Township decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk.

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PART "A" – INFORMATION TO BIDDERS

26. Optional Contract Extension

The Township reserves the option to extend the Contract for three (3) additional one (1) year periods. Any renewal will be based upon quality of service and mutual agreement and annual price negotiations between the Contractor and the Township.

Prior to August 15th, 2027, The Township will provide the Contractor with a written notice that the Township is interested in extending the Contract for the 2027-2028 winter season. The Contractor is required to provide a unit prices for each location within fifteen (15) working days following receipt of the list. The Township will accept or reject the unit price within sixty (60) calendar days of receipt of the unit prices.

If an extension is granted for the 2027-2028 winter season, The Township will provide the Contractor with a written notice that the Township is interested in extending the Contract for the 2028-2029 winter season, prior to August 15th, 2028. The Contractor is required to provide a unit prices for each location within fifteen (15) working days following receipt of the list. The Township will accept or reject the unit price within sixty (60) calendar days of receipt of the unit prices.

If an extension is granted for the 2028-2029 winter season, The Township will provide the Contractor with a written notice that the Township is interested in extending the Contract for the 2029-2030 winter season, prior to August 15th, 2029. The Contractor is required to provide a unit prices for each location within fifteen (15) working days following receipt of the list. The Township will accept or reject the unit price within sixty (60) calendar days of receipt of the unit prices.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
OSIM INSPECTIONS
CONTRACT #2026-PW-002**

PART “B” - PROJECT INFORMATION

1. Project Overview

The Township is requesting quotations from qualified and experienced winter maintenance contractors to undertake the winter maintenance of three (3) parking lots in the Maberly Area. The three (3) parking lots are:

- South Sherbrooke Fire Hall – 22110 Highway 7
- Maberly Hall – 180 Maberly-Elphin Road
- Maberly Community Park – 175 Maberly-Elphin Road

A map showing the three (3) lots and proposed snow storage areas is provided in the appendices of this document.

The contract also includes clearing and salting the front pathway and all man doors at the Fire Hall and the side deck and front entrance of the Maberly Hall. The Contractor shall ensure that all snow is removed in front of the garage doors of the Fire Hall.

The Contractor shall complete a maintenance log noting the date, time, snow accumulation and if salt was applied. The maintenance log shall be submitted to the Township with each monthly invoice.

2. Level Of Service

The Contractor is required to plow each location after an accumulation of 5cm. The lots shall be salted after snow plowing has occurred.

Prolonged events that are forecasted to last more than 24 hours will require multiple plowing (or sanding, in the event of freezing rain) occurrences. During these events, a plow, or sand, will be required midway through the storm and at the end of the storm.

The Township will be responsible for pushing snowbanks back in storage areas.

3. Contractors' Equipment

The Contractors equipment shall be in working operation and not older than twelve (12) years old. The equipment shall be free of fluid leaks and safe to operate on the roads. The Contractor shall complete the Equipment Information Table and include it as part of the submission.

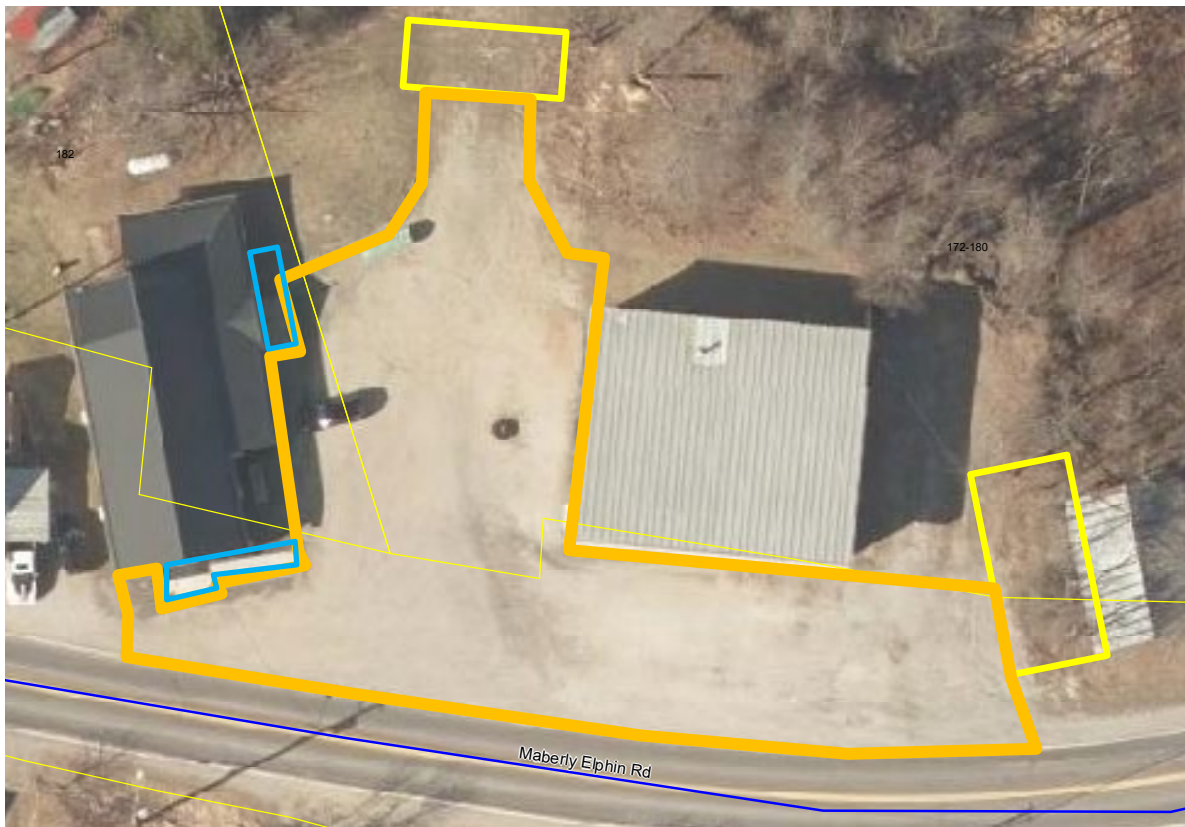
**THE CORPORATION OF TAY VALLEY TOWNSHIP
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APPENDIX "A" – MAP OF LOCATIONS

Legend:

-  Approximate Area Required Plowing/Salting
-  Approximate Snow Storage Areas
-  Entrance That Requires Shoveling/Salting

Maberly Hall – 180 Maberly-Elphin Road



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OSIM INSPECTIONS
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APPENDIX "A" – MAP OF LOCATIONS

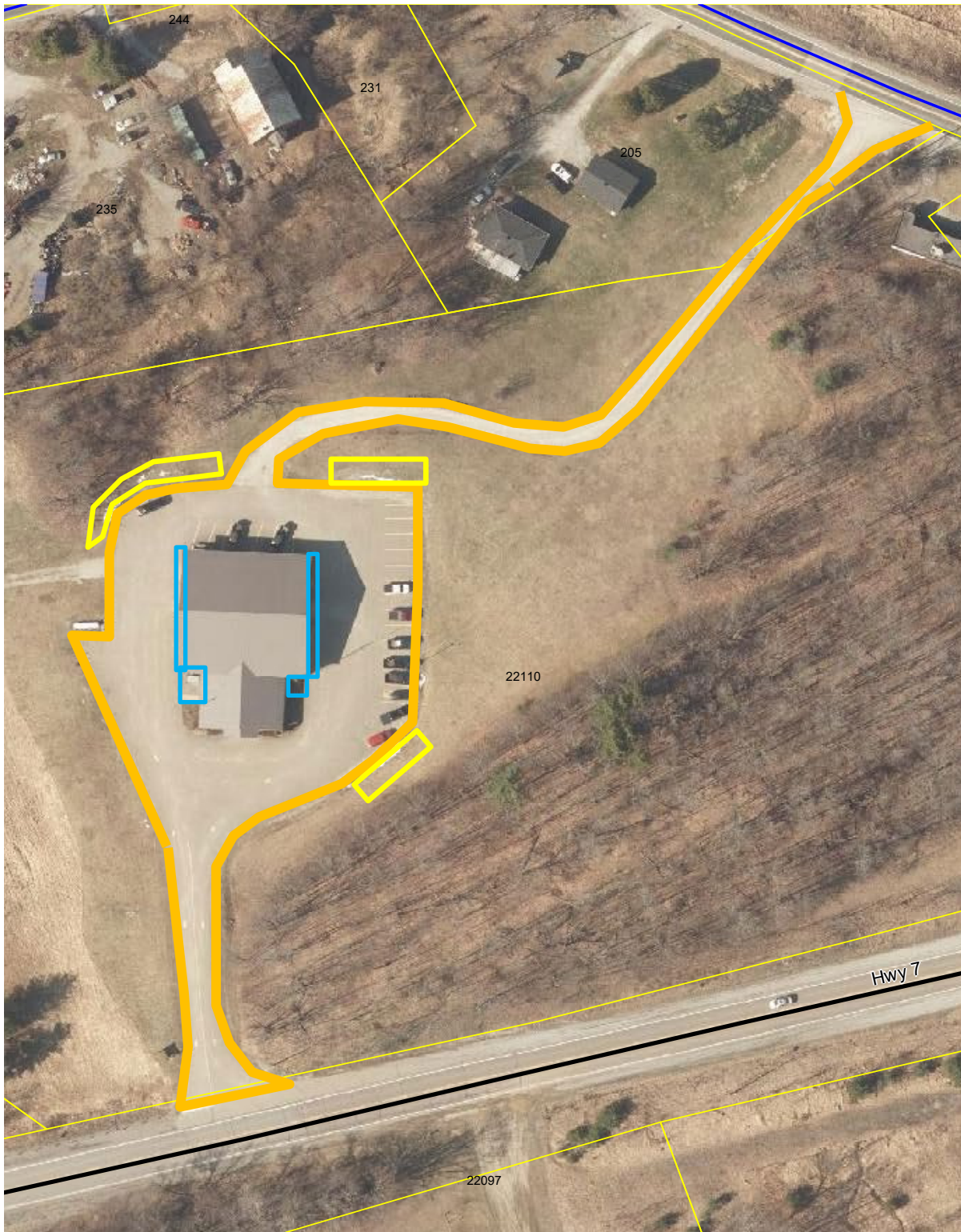
Maberly Community Park – 175 Maberly-Elphin Road



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APPENDIX "A" – MAP OF LOCATIONS

South Sherbrooke Fire Hall – 22110 Highway 7



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APPENDIX “B” – FORM OF QUOTATION

Table 1 – Unit Prices

Item No.	Location	Item	Unit Price
1	Maberly Hall	Plowing	\$_____/per
		Salting	\$_____/per
3	Maberly Community Park	Plowing	\$_____/per
		Salting	\$_____/per
4	South Sherbrooke Fire Hall	Plowing	\$_____/per
		Salting	\$_____/per

Table 2 – Contractors Equipment

Vehicle Type	Vehicle Make	Model	Year
Truck			
Sanding unit			
Plow			
Loader (if Applicable)			