

THE CORPORATION OF THE TOWNSHIP OF ESSA

REQUEST FOR QUOTATION (RFQ)

Snow Removal & Distribution of Pickled Sand

Term: Two (2) Winter Seasons (2026/27, 2027/28)

Settlement Areas: Thornton · Angus

Closing: August 14, 2026, 2:00PM local time

Submission: Sealed hard copy to Administration Centre, 5786 County Road 21, Utopia, ON L0M 1T0

Contact for Questions: Chris Rankin – crankin@essatownship.on.ca

1. RFQ Instructions

1.1 Purpose

The Township of Essa invites quotations from qualified contractors for snow removal and the supply and application of pickled sand at two (2) municipal facilities, organized by settlement area (Thornton, Angus).

1.2 Submission Requirements

Submit prior to the Closing noted on the Cover. Late submissions will not be accepted. Submit sealed hard copies to the Administration Centre. Clearly mark the envelope with the RFQ title and include all required forms.

1.3 Inquiry Protocol

Direct all questions by email to the Contact for Questions no later than three (3) business days prior to Closing. Answers may be issued by addendum.

1.4 Addenda

Bidders must review and acknowledge all addenda in the Submission Form. Failure to acknowledge addenda may render a quotation non-compliant.

1.5 Quotation Validity

Quotations shall remain valid for Sixty (60) days from Closing.

1.6 Term

Two (2) winter seasons: 2026/27, 2027/28. Seasonal operations typically run from November 1 to April 15, or as otherwise directed by the Township.

2. Scope of Work & Settlement Areas

2.1 Settlement Area A – Thornton (Provisional Item)

- Thornton Arena & Driveway – 246 Barrie Street, Thornton

2.2 Settlement Area C – Angus (Provisional Item)

- Angus Recreation Centre – 8529 County Road 10, Angus

3. Service Requirements

3.1 Snow Accumulation Trigger

- Commence plowing when snowfall accumulation reaches 50 mm (2 inches), or as otherwise directed to address drifting, freezing rain, or safety concerns.

3.2 Levels of Service

- Clear snow to a safe, passable condition suitable for public use (no bare pavement requirement unless specifically directed).
- Service and have them open by 6:00 a.m. and maintain throughout the day as conditions warrant.
- Do not block entrances, exits, or emergency routes with windrows.
- Do not push or pile snow onto municipal sidewalks or any such snow shall be removed by the contractor at their expense.
- Maintain sightlines at entrances and keep banks at a height that does not obstruct traffic sightlines.
- If piled snow volumes become excessive, remove and haul off-site at the contractor's expense unless otherwise directed.

3.3 Sand / Salt Materials

- Supply and apply pickled sand consisting of washed winter sand mixed with sodium chloride (road salt) at approximately 3–5% by weight, unless otherwise directed.
- Material must be free of debris, frozen lumps, and excessive fines.

3.4 Application Standards

- Apply sand/salt immediately following plowing or as directed by Township staff.
- Application rates shall be sufficient to address icy conditions while minimizing environmental impact. Avoid excessive application.

3.5 Service Window & Response

- Service Window: 24 hours/day, 7 days/week during the winter season (typically Nov 1–Apr 15, unless otherwise directed).
- Response Time: Mobilize within 60 minutes of call-out or notice from Township staff.

3.6 Operational Reporting

- Event Report: Email within 12 hours after each event, indicating date/time, areas serviced, materials applied, and any incidents/damages.
- Monthly Summary: Provide a monthly summary of events, equipment utilized, and any service interruptions or corrective actions.

3.7 Damage & Restoration

- Contractor responsible for damages to curbs, sod, light standards, driveways, trees, benches, etc., arising from operations.
- Report damages within 24 hours and restore to Township satisfaction within 14 days (or as seasonally practical).

3.8 Invoicing & Payment

- Invoice monthly in arrears by settlement area and season and include event dates and brief descriptions in support.
- Standard payment terms: Net 30 days from receipt of a complete, undisputed invoice.

4. Equipment, Personnel & Response

- Provide sufficient equipment and personnel to meet the levels of service for all locations bid.
- Provide backup equipment to ensure continuity of service during breakdowns or peak events.
- Subcontracting permitted only with prior written approval and must be disclosed at quotation time.

5. Health & Safety, WSIB & Insurance

- Comply with the Occupational Health and Safety Act and applicable regulations.
- Maintain an active WSIB account and provide a current WSIB Clearance Certificate upon award and upon request thereafter.
- Provide Certificate(s) of Insurance upon award with: Commercial General Liability not less than \$5,000,000 per occurrence; Automobile Liability not less than \$5,000,000; Township of Essa named as Additional Insured; 30 days' prior written notice of cancellation.

6. Township Rights & Oversight

- The Township may accept any quotation in whole or in part, award by settlement area, or remove areas from scope prior to or during the contract term.
- The Township may perform services internally where operationally feasible.
- The Township may reject any or all quotations or cancel this RFQ at any time without liability.
- The Township may inspect materials, observe operations, and direct adjustments to service levels, application rates, or materials as required.
- The Township reserves the right to decide on all or a portion of the scope of work based on the available budget.

7. Pricing Schedule (Lump Sum Seasonal, by Settlement Area)

Settlement Area	2026/27 (excl. HST)	2027/28 (excl. HST)	Total (2 Years)
Thornton(Provisional)	\$	\$	\$
Angus (Provisional)	\$	\$	\$

8. Evaluation & Selection

Evaluation Criteria	Weight (%)	Description
Price	40%	Lump-sum pricing by settlement area and overall value
Experience & Past Performance	25%	Municipal snow removal experience and references
Equipment & Capacity	20%	Suitability, availability, and backup equipment identified
Compliance & Submission Quality	10%	Completeness, clarity, and compliance with RFQ requirements
Health & Safety / WSIB / Insurance	5%	Proof of coverage and safety compliance

9. Legal & Administrative

- Freedom of Information (MFIPPA): Quotations are subject to the Municipal Freedom of Information and Protection of Privacy Act.
- Accessibility (AODA): Deliverables, communications and any on-site work shall comply with the Accessibility for Ontarians with Disabilities Act.
- Indemnification: The successful bidder shall indemnify and hold harmless the Township from and against claims arising out of the contractor's performance of the work.
- No Collusion: Bidders certify their quotation is made without collusion or fraud.

10. Bid Forms

10.1 Submission Form (to be completed and returned)

Legal Name of Bidder	
Operating Name	
Mailing Address	
Contact Name & Title	
Phone	
Email	
HST Number	
WSIB Account #	
Is subcontracting proposed? (Y/N) If yes, list	
Addenda Acknowledged (list #s)	

By signing below, the Bidder submits the attached Pricing Schedule and agrees to be bound by the terms of this RFQ.

Authorized Signing Officer (Print)	Signature
Title	Date
Company Name	I have authority to bind the company. (Y/N)
Settlement Areas Bid (check): Thornton ☐ Baxter ☐ Angus ☐	

10.2 Proposed Equipment List

Equipment Type	Make / Model	Year	Plow / Attachment Type	Ownership (Owned / Leased)

10.3 References (minimum two municipal preferred)

Client Organization	Contact Name / Title	Phone / Email	Scope & Year(s) Served

10.4 Addenda Acknowledgement

We acknowledge receipt of the following addenda: Addendum No. ___ dated ___; Addendum No. ___ dated ___; Addendum No. ___ dated ___

11. Bidder Checklist (submit with quotation)

- ☐ Completed and signed Submission Form (Section 10.1)
- ☐ Pricing Schedule completed (Section 7)
- ☐ Proposed Equipment List (Section 10.2)
- ☐ References (Section 10.3)
- ☐ Addenda Acknowledgement (Section 10.4)
- ☐ WSIB Clearance Certificate (or letter of good standing)
- ☐ Certificate(s) of Insurance meeting requirements
- ☐ Any subcontractor details disclosed

Appendix A – Site Maps



Angus Recreation Center - 8529 County Rd. 10



