TOWN OF RENFREW
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

# RFQ 2026-22-D&O
# Request for Quotation - 1 Innovation Snow Removal 2026

## Section I –Information

### Background

The Corporation of the Town of Renfrew, hereinafter referred to as the "Town", is seeking bids from qualified and experienced contractors for snow removal at 1 Innovation under the Development and Operations Department.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this Tender. This offer shall be irrevocable for a period ninety (90) calendar days following the date bids are to be received.

The Town of Renfrew, situated along the Bonnechere River in the heart of the Ottawa Valley, both embraces its rich history, and is committed to progress. Less than an hour from the amenities of the Nation's Capital, the Town offers exceptional educational opportunities, affordable residential prices and a low crime rate coupled with a strong agriculture tradition and presence to satisfy every interest and provide personal growth opportunities for all.

### Registration and Communications

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. Registration for the tender closes at the specified Closing Time. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:

> **Ashley Robertson, Purchasing Assistant, Town of Renfrew**
> **Email:** purchasing@renfrew.ca

All communications must reference **RFQ 2026-22-D&O** in the subject line.

**Questions** related to this quotation, or the requirements are to be received by ***2:00 p.m. on, November 24th, 2026***. Inquiries should be directed to the Municipal Contact listed.

> Municipal Contact: Ashley Robertson, Purchasing Assistant, Town of Renfrew
> **Email:** purchasing@renfrew.ca

Where a bidder finds discrepancies or omissions in the quotation requirements or otherwise requires any clarification, the bidder should contact the Corporation of the Town of Renfrew in writing by email as noted above. Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.

The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.

## Delivery and Closing Time

All submissions shall be received in a sealed envelope and shall be clearly marked as to the contents and bidders name (an envelope label is included in this Tender package). Submissions shall be delivered to:

**TOWN OF RENFREW (Town Hall)**
**Attention: Ashley Robertson**
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

**Quotations** must be received no later than **2:00 p.m., December 2nd, 2026**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

(a) All Quotations shall be submitted on the supplied Tender Form, in a sealed envelope and shall be clearly marked as to the contents and bidders name.

(b) Quotations received by this time, date and at the location specified above, shall be opened and read in a public opening. The public reading of a submission does not imply any decision by the Corporation of the Town of Renfrew on whether a tender is or is not irregular.

(c) All Quotations must be completed in full, in ink and be legible.

(d) The Quotations Document shall not be modified in any way.

(e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.

(f) Late Quotations **will not** be accepted beyond the closing date/time as set out.

Tenders received after the established closing will be returned unopened.

(g) Quotations transmitted by fax or email **will not** be considered.

(h) **The lowest or any Quotations is not necessarily accepted**.

(i) Requests for withdrawal of a Tender shall be allowed if the request is made prior to the closing date and time. Requests shall be directed to the Municipal Contact and be delivered in hard copy or by email, by an Authorized Agent of the company, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a Tender does not disqualify a Bidder from submitting another Tender on the same RFT.

## General

### Right to Accept or Reject Bids

Notwithstanding any other provision in this Request for Tender, The Town of Renfrew reserves the right in its sole, absolute and unfettered discretion to:

a. request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate such response to that request for clarification into the bid;
b. reject a Tender bid on the basis of:
    i) a financial analysis;
    ii) information provided by references;
    iii) the Bidder's past performance on previous contracts awarded by the Town of Renfrew;
    iv) the information provided by a Bidder pursuant to the Town of Renfrew exercising its clarification rights under this Tender process; or
    v) Any other information deemed relevant by the Town of Renfrew that arises during the Tender process;
c. verify with any Bidder or with a third party any information set out in a tender;
d. check references other than those provided the Bidder;
e. disqualify any Bidder whose tender contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
f. disqualify any Bidder who has engaged in conduct prohibited by this Tender process;
g. not to accept a submission from any person or corporation which includes all related corporations who, or which, has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed general contractor or sub-contractor or vendor within the submitted Tender bid.

h. make changes, including substantial changes, to this Request for Tender provided that those changes are issued by way of addenda in the manner set out in this Tender;
i. select a Bidder other than the Bidder whose tender reflects the lowest cost to the Town of Renfrew;
j. cancel this Tender process at any stage;
k. cancel this Tender process at any stage and issue a new Tender call or RFP for the same or similar deliverables;
l. accept or reject any or all tenders in whole or in part;
m. accept any irregular or non-compliant tender, whether such irregularity or non-compliance is substantial or otherwise;
n. discuss with any Bidder different or additional terms to those contemplated in this tender call; or
o. if a single tender is received, reject the tender of the sole Bidder and cancel this Request for Tender or enter into direct negotiations with the sole Bidder.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances. The Bidders acknowledge that the Town of Renfrew may rely upon the criteria it deems relevant, even though such criteria may not have been disclosed to the Bidders. By submitting a Tender, the Bidder acknowledges the Town of Renfrew's rights under this Section and absolutely waives any right or cause of action against the Town of Renfrew or its agents arising in any way from or relating to this Tender process, whether such right arises at law, equity, in contract, negligence or otherwise.

Acceptance of the Tender shall occur at the time the Town awards the Tender and not necessarily at the time the award is communicated to the successful Bidder.

## The Bidder Declares

a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.

b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a quotation for the same work and is in all respects fair and without collusion or fraud.

c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

## Insurance

The successful bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective.

(a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.

(b) The successful bidder shall provide the Corporation of the Town of Renfrew with an original Certificate of **Commercial Liability Insurance** in the amount of at least five million dollars ($5,000,000.00).

(c) The successful bidder must be able to provide proof of **Motor Vehicle Liability Insurance** of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Bidder, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million ($2,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated;

i. The successful Bidder shall provide proof of Commercial Liability Insurance and WSIB Clearance to meet the Tender specifications and shall ensure that WSIB Clearance is up to date for the entirety of the contract.

(d) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew
127 Raglan Street South, Renfrew ON, K7V 1P8

## Irrevocable

Tender submissions are irrevocable for 90 calendar days from date of Tender closing. All Tenders shall be and remain irrevocable unless withdrawn prior to the designated closing time.

## Damages and Responsibilities

(a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.

(b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

## Failure or Unsatisfactory Performance

The Town reserves the right to remove from eligibility to submit bids for an indeterminate period, the name of any Bidder for failure to accept a contract with the Town, or the name of any Bidder for unsatisfactory performance of a contract with the Town.

## Town Not Employer

The Bidder agrees that the Corporation of the Town of Renfrew is not to be understood as the employer to any successful Bidder nor to such Bidder's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Tender document. It is understood that the successful Bidder will act as an independent contractor. Also, in accordance the Occupational Health and Safety Act, the successful Bidder herewith agrees to be the "constructor" as defined under this act.

## Accessibility of Ontarians with Disabilities Act (AODA)

The Accessibility of Ontarians with Disabilities Act, 2005 (AODA), is a law passed by the Ontario legislature that allows the government to develop specific standards of accessibility and to enforce them. The standards are made into laws called regulations, and they provide the details to help meet the goal of the AODA, which is a fully accessible Ontario by 2025. The AODA is the foundation on which the subsequent accessibility standards are built. These standards include the Accessible Customer Service Standard, Ontario Regulation 429/07; the Integrated Accessibility Standards (encompassing Information and Communications, Employment and Transportation), Ontario Regulation 191/11; and finally, the Built Environment Standard, which is not yet law.

In 2007, the Ontario Government adopted the AODA Standard, Ontario Regulation 429/07, respecting Accessibility Standards for Customer Service. All public sector organizations in Ontario, including the Town of Renfrew, must comply with this regulation by January 1, 2010. The Accessibility Standard for Customer Service also applies to third parties that provide goods and services to members of the public on behalf of a public sector organization.

It is the successful Bidder's responsibility to ensure that it is fully aware of, and meets all requirements under the AODA and associated regulations.

Further information on compliance can be found at the Ministry of Communication and Social Services website:

http://www.mcss.gov.on.ca/mcss/english/pillars/accessibilityOntario/accesson/compliance .

## Freedom of Information

All written Quotations received by the Town of Renfrew become a **public** record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the **public**.

## Section II – Quote Specifications

### Scope of Work

Under the direction of the Director of Development and Operations, or designate, the contractor will be responsible for all labour, materials, equipment and supervision for the work described below.

1. The Contractor is responsible for the snow clearing of the parking lots at 1 Innovation Centre, per the attached map.

2. The Contractor must have the equipment to sufficiently complete the task of plowing large parking lots, salting/sanding treated surfaces, and removal of snow from parking lots if snow storage becomes full.

3. The Contractor must be available to provide service 7 days/week, 24 hrs/day (including days, nights, and weekends).

4. Plowing services must commence whenever snow accumulation reaches 5 cm. All designated parking lots, walkways, building entrances, and other paved areas included in this contract shall be cleared and maintained to a substantially bare pavement condition through mechanical snow removal and the application of salt as required. The parking lots marked as per Appendix A.

   The Contractor shall ensure that residual snow, compacted snow, and ice are treated with sufficient salt to expose the underlying asphalt or concrete surface. Snow clearing alone, where compacted snow or ice remains on the paved surface, shall not constitute satisfactory completion of the work.

   Salt application shall be undertaken whenever snow or ice conditions warrant, including during freezing rain, thawing and refreezing conditions. Ice control operations must commence in advance of anticipated freezing rain or ice events, where practicable.

   In the event of overnight snowfall, all designated areas must be cleared no later than 6:00 a.m. The required substantially bare pavement condition shall be achieved following completion of snow clearing and ice control operations, subject to prevailing weather conditions.

5. The fire lane around the front of the building is to be maintained at a minimum 8’ width.

6. All curbs must be marked with snowplow stakes prior to commencing operations to prevent damage.

7. All designated pedestrian walkways, sidewalks, and building entrances are **included** within the scope of this contract. The Contractor shall be responsible for clearing snow and applying salt as required to maintain these areas in a substantially bare concrete or asphalt condition, free of accumulated snow, compacted snow, and ice, subject to prevailing weather conditions.

8. The Loading Dock Area is **included** within the scope of this contract. The Contractor shall be responsible for snow clearing and salt application as required to maintain a substantially bare pavement condition and provide safe access to the loading dock.

9. The successful bidder must be able to provide proof of insurance and valid licence for all trucks and drivers, and WSIB Clearance.

10. Prices must be provided on the attached form and must be inclusive of all applicable taxes.

11. The Contractor must provide one contact name and phone number for communication purposes.

12. Bidders must satisfy themselves by personal examination of the site and by such other means as they may prefer as to the actual conditions and requirements of the work.

13. The successful contractor shall provide all required documentation as stated and attend a pre-commencement meeting with the Director of Development and Operations or designate.

## Schedule

The total project should commence upon award until April 30, 2027.

## General Provisions

### Inspection

The Town reserves the right to:

(a) Inspect all work performed by the Bidder under this Tender.

(b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.

(c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.

## Materials

(a) Materials and equipment shall be supplied by the Contractor.

## Labour

(a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract.

(b) Increases in the cost of performing the work due to wage increases of adjustments shall be borne by the Contractor without additional cost to the Town.

## Supervision and Coordination

(a) The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.

(b) The Supervisor shall be readily accessible to the Town personnel at all times.

(c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

## Commencement and Termination

(a) The Contractor shall commence work on the date stated in the Agreement as agreed upon by the Contractor and the Owner and shall continue for the period of time designated therein unless terminated in accordance with the provisions of this Contract.

(b) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor if it deems the services of the contractor are no longer required.

(c) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the Contractor neglecting or failing to perform the work properly or diligently.

## Change In the Work

(a) The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.

(b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Town.

## Subcontractors

The Contractor shall not engage any subcontractor to perform services under this scope of work without first providing the Town with the subcontractor's name, scope of work, and any other information reasonably requested by the Town.

The Town shall have the right to review and approve or reject any proposed subcontractor. Any rejection must be based on reasonable grounds, including but not limited to concerns regarding the subcontractor's qualifications, experience, financial stability, regulatory compliance, safety record, conflicts of interest, past performance, insurance coverage, or ability to perform the required services in accordance with this scope of work.

## Miscellaneous

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above., in the form of a numbered addendum.

## Timeline

The expected timeline for selection is as follows:

| Task | Target Date |
|---|---|
| Request for Quotation Issued | November 13, 2026 |
| Question Deadline | November 24, 2026 |
| Town Published Addendum (if applicable) | November 26, 2026 |
| Closing date for Quotation Submissions | December 2, 2026 |
| Anticipated Award (on or about) | December 4, 2026 |

## Section III - Form of Tender

### Company Information

| | | |
|---|---|---|
| 1. | Company Name | |
| 2. | Bidder Contact Individual | |
| 3. | Address (incl. Postal Code) | |
| 4. | Office Phone Number | |
| 5. | Cellular Phone Number | |
| 6. | Email Address | |
| 7. | HST Account Number | |

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 90 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

**Acknowledgement to Receipt of Addenda**

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

| Addendum # | Date Received |
|---|---|
| # _____ | _____ |
| # _____ | _____ |
| # _____ | _____ |

☐ Check here if No Addenda considered.

## Basis of Payment

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

The Contractor shall invoice the Town of Renfrew on a monthly basis, and each invoice shall be clearly marked with the:

- RFQ Number and Project Name;
- Number of snow plow days and date of each plow;

The Bidder shall invoice at the end of each month for work completed within that month in accordance with the terms of the contract. Payment shall be made monthly, based on the Contractor submitting a "proper invoice" as defined in the Construction Act, and verified by the Owner. Invoices shall be delivered to the Town of Renfrew, 127 Raglan St South, Renfrew, ON, K7V 1P8 or emailed to Treasury@renfrew.ca .

## Bid Form

The Bidder offers to provide the services detailed within the quote package and identified specifications, and as further detailed in the Bidder's proposal, to the acceptance of the Corporation of the Town of Renfrew for the following Upset Cost Limit.

**Overall Project Quotation**

| **Description:** | **Cost:** |
|---|---|
| Bid Price (as specified) No HST | $ |
| HST | $ |
| **Total Price** | $ |

- Bidder shall register for this tender as outlined in **Section I – Information**
- Quotes shall include expected delivery date and schedule.
- Quotes shall include all associated costs including freight and delivery.

## Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

DATED AT: _____

THIS_____DAY OF_____ 202__

**RFQ 2026-22-D&O – Request for Quotation - 1 Innovation Snow Removal 2026**

**From:** _____

_____

_____

**Contact:** _____

**Telephone:** _____

**Deliver to:**

**The Town of Renfrew**
**127 Raglan Street South**
**Renfrew, ON  K7V 1P8**
**Attention: Ashley Robertson, Purchasing Assistant**

**Tender Number:**

**Closing Date and Time:**

**Description:**

# 1 Innovation Drive Snowplow Route

