



Renfrew

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

Tender 2025-19-LCRS myFM Centre Snow Removal 2025

Section I – Proposal 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 the myFM Centre under the Library, Community, and Recreation Services 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. **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: arobertson@renfrew.ca

All communications must reference **Tender 2025-19-LCRS** in the subject line.

Questions related to this tender, or the requirements are to be received by **2:00 p.m. on, November 20th, 2025**. Inquiries should be directed to the Municipal Contact listed.

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

Where a bidder finds discrepancies or omissions in the tender 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.

Delivery and Closing Time

Tenders must be received no later than **2:00 p.m., November 26th, 2025**. 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 Tenders 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) Tenders 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 Tenders must be completed in full, in ink and be legible.
- (d) The Tender 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 Tenders **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened.
- (g) Tenders transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Tender is not necessarily accepted.**
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.



Renfrew

TOWN OF RENFREW
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K7V 1P8

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 tender 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.

Examination of Premises

Bidders must attend a mandatory site visit. Please contact the Town of Renfrew Municipal Contact identified above to register. The site visit is scheduled for **Tuesday November 18th, 2025, from 11:00 am to 12:00 pm**. Please meet at the myFM Centre Main Office, located inside Entrance B, at the myFM Centre, located at 1 Ma-Te-Way Park Drive, Renfrew, Ontario.

Questions arising from site visit shall be provided in **written** form to the Municipal Contact listed.

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).
 - 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.



Renfrew

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

- ii. The successful Bidder must be able to provide proof of **Automobile Liability Insurance** in the amount of at least two million dollars (\$2,000,000.00) and valid licence for all equipment and operators.

- (c) 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

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.

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**, including personal information.



Section II – Tender Specifications

Scope of Work

Under the direction of the Director of Library, Community, and Recreation Services, 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 the myFM 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 service must commence any time 5 cm accumulation of snow is present and treatment of surfaces with salt or salt/sand should take place when any snow/ice conditions are present. If sand/salt is required 90/10 or 85/15 will suffice. Ice control must commence in advance of freezing rain/ice events. In the event of overnight accumulation, all snow must be cleared no later than by 7:00am. The parking lots marked as “**Priority Area**” per Appendix A **must be cleared by 6:00am**.
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. The **optional*** walkway area and door entrance to the Child’s Paradise Day Care Centre is to be included with the “**Priority Area**” per Appendix A (shown in purple) **must be cleared by 6:00am**. There are **specific** requirements for snow removal within this area, as snow **cannot** be blown into play areas.
***The optional walkway/entrance area is subject to approval**
8. Walkways and door entrances are not included in this contract and will be cleared of snow by Town staff.
9. The successful tenderer 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 Library, Community, and Recreation Services, or designate.

Schedule

The total project should commence upon award until April 30, 2026.

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.

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.



Renfrew

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Renfrew, Ontario
K7V 1P8

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.

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.

Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope with covering pages (*Mailing Label*) supplied by the Town and delivered to:



Renfrew

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K7V 1P8

Town of Renfrew (Town Hall)
Attention: Ashley Robertson, Purchasing Assistant
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

Tender submissions must be received not later than: **2:00 p.m. November 26th, 2025.**

The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

Timeline

The expected timeline for selection is as follows:

Task	Target Date
Tender Issued	November 7, 2025
Mandatory Site Visit	November 18, 2025
Question Deadline	November 20, 2024
Town Published Addendum (if applicable)	November 24, 2024
Closing date for Tender Submissions	November 26, 2025
Anticipated Award (on or about)	November 28, 2025



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K7V 1P8

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.	Fax Number	
7.	Email Address	
8.	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.



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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.

A Purchase Order may be issued to the successful Contractor. The Contractor shall invoice the Town of Renfrew on a monthly basis, and each invoice shall be clearly marked with the:

- Purchase Order Number issued;
- Tender 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 .



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Bid Form

The Bidder offers to provide the services detailed within the Tender 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.

Cost Estimate Breakdown (excludes HST)

Description:	Cost:
Snow Clearing	\$
Optional Child's Paradise Day Care Centre Walkway Area *	\$

*The **Optional** walkway/entrance area is subject to approval

Overall Project

Description:	Cost:
Bid Price (as specified) No HST	\$
HST	\$
Total Price	\$

- 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__

Tender 2025-19-LCRS – myFM Centre Snow Removal 2025 – Town of Renfrew

From:

Contact:

Telephone:

Deliver to:

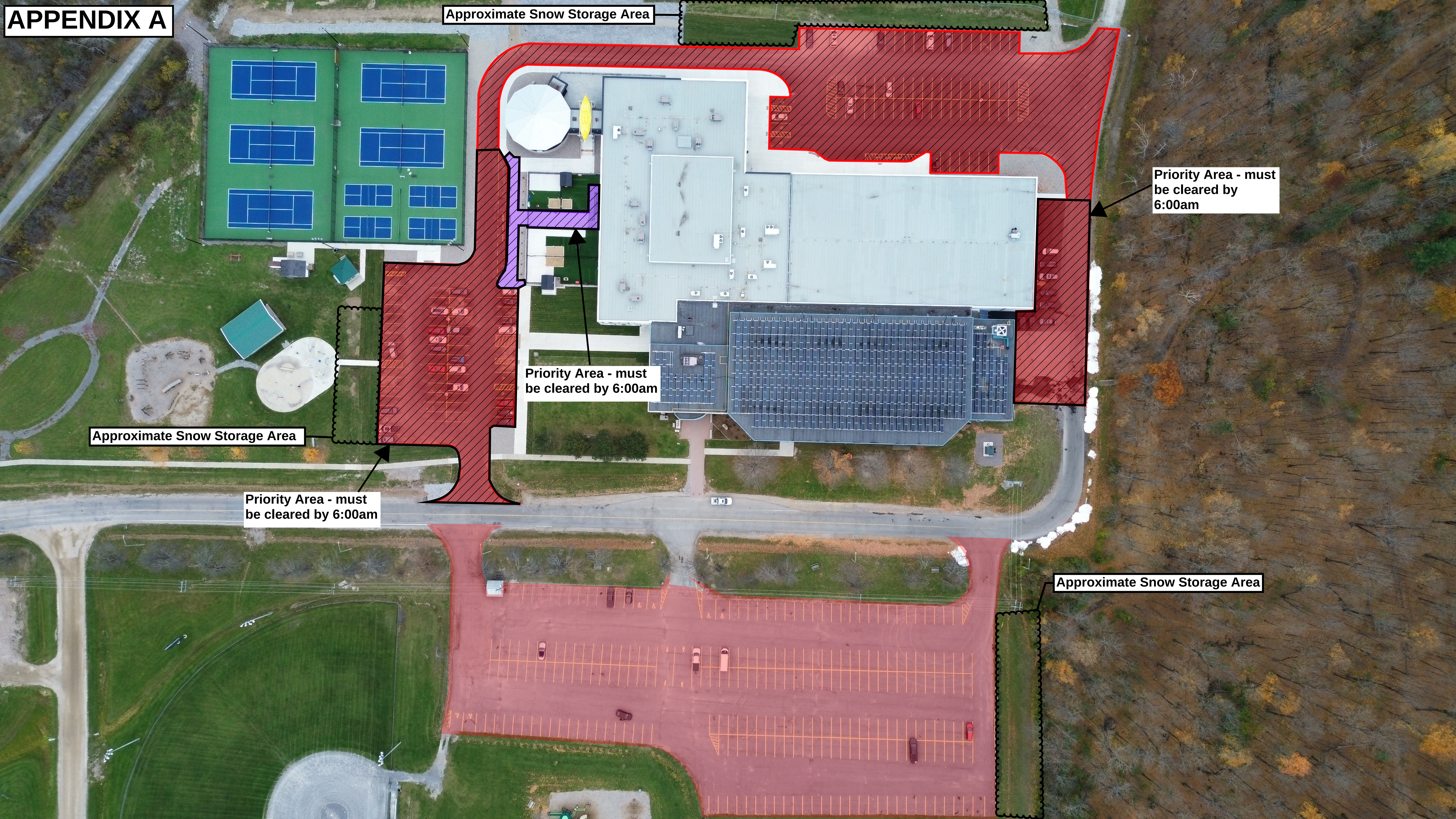
**The Town of Renfrew
127 Raglan Street South
Renfrew, ON K7V 1P8
Attention: Ashley Robertson, Purchasing Assistant**

Tender Number:

Closing Date and Time:

Description:

APPENDIX A



Approximate Snow Storage Area

Priority Area - must be cleared by 6:00am

Priority Area - must be cleared by 6:00am

Approximate Snow Storage Area

Priority Area - must be cleared by 6:00am

Approximate Snow Storage Area