



Renfrew

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

Tender 2026-21-CRS myFM Centre 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 the myFM Centre under the 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.

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: arobertson@renfrew.ca

All communications must reference **Tender 2026-21-CRS** in the subject line.

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.

Questions related to this tender, or the requirements are to be received by **2:00 p.m. on, November 5th, 2026**. Inquiries should be directed to the Municipal Contact listed.

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

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.



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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 submitted either 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) and delivered to the address below, or electronically through Biddingo at www.biddingo.com.

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

Tenders must be received no later than **2:00 p.m. Tuesday, November 17th, 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 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 or electronically through Biddingo at www.biddingo.com.
- (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) 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 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.

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.



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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.mcsc.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 – Tender Specifications

Scope of Work

Under the direction of the Director of 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. 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. If sand/salt is required 90/10 or 85/15 will suffice. Ice control must commence in advance of freezing rain/ice events. **NO salt or sand** is to be used in the Zamboni area. The area can be confirmed with the successful bidder at the pre-commencement meeting.
6. The fire lane around the front of the building is to be maintained at a minimum 8’ width.
7. All curbs must be marked with snowplow stakes prior to commencing operations to prevent damage.
8. 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, or over, play areas or moved to block other facility walkways. The snow will need to be back dragged out. Sanding and/or salting the walkway is included in this option.
***The optional walkway area is subject to approval, the Town may choose NOT to proceed with this option.**
9. Walkways and door entrances are not included in this contract and will be cleared of snow by Town staff.



10. The successful tenderer must be able to provide proof of insurance and valid licence for all trucks and drivers, and WSIB Clearance.
11. Prices must be provided on the attached form and must be inclusive of all applicable taxes.
12. The Contractor must provide one contact name and phone number for communication purposes.
13. 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.
14. 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, 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.

If the Town rejects a proposed subcontractor, the Town shall provide the Contractor with written notice setting out the reasons for the rejection. The Contractor shall promptly propose an alternative subcontractor for the Town's review and approval.

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
Tender Issued	October 26, 2026
Question Deadline	November 5, 2026
Town Published Addendum (if applicable)	November 10, 2026
Closing date for Tender Submissions	November 17, 2026
Anticipated Award (on or about)	November 23, 2026



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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.



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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	\$

- Bidder shall register for this tender as outlined in **Section I – Information**
- Bidder shall include information requested in **Section II – Tender Specifications**
- 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__



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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 monthly in equal installments at the end of each month for the duration of the contract term. Payment shall be made monthly, based on the Contractor submitting a “proper invoice” as defined in the Construction Act, and verified by the Town. Invoices shall be emailed to Treasury@renfrew.ca or delivered to the Town of Renfrew, 127 Raglan St South, Renfrew, ON, K7V 1P8.



Form of Agreement

myFM Centre Snow Removal 2026 (Tender 2026-21-CRS)

This agreement is made in duplicate this ____ day of _____, 202__.

BETWEEN: _____

Hereinafter referred to as the 'CONTRACTOR',

and

THE CORPORATION OF THE TOWN OF RENFREW,

Hereinafter referred to as the 'TOWN'.

WHEREAS the TOWN wishes to have the CONTRACTOR provide snow removal at the myFM Centre under the Community and Recreation Services Department.

NOW THEREFORE the parties agree as follows:

1. The TOWN has accepted the CONTRACTOR'S bid of \$_____incl. taxes. As per the Request for Tender, no increase in the amount invoiced is permitted after the awarding of the contract.
2. An invoice for the accepted contract amount can be sent to the TOWN monthly in equal installments at the end of each month for the duration of the contract term once all required work is complete as deemed by the TOWN.
3. If, at any time, the CONTRACTOR is prevented from performing any obligation under this Agreement by reason of strike, lockout, riot, fire, hurricane, flood, invasion, explosion, act of God, war, legal acts of the public authorities, or any other cause beyond the CONTRACTOR'S control, then the CONTRACTOR shall not be required to perform such obligation during such time. The CONTRACTOR will exercise its best attempt to overcome the cause of prevention as expeditiously as possible.
4. Under no circumstances will the CONTRACTOR be liable to the TOWN for any loss of profit, indirect, special, or consequential damages.
5. The CONTRACTOR shall defend, indemnify and save harmless the TOWN its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the CONTRACTOR, its directors, officers, employees,



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agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the CONTRACTOR in accordance with this Contract and shall survive this Contract.

6. Proof of appropriate insurance, certificates, and WSIB clearance shall be provided the TOWN **prior to** commencement of the work. The CONTRACTOR agrees to defend, indemnify and save harmless the TOWN from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the CONTRACTOR'S status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the CONTRACTOR in accordance with this Contract, and shall survive this Contract.

7. The RFT documents shall be included as part of the contract.

IN WITNESS WHEREOF the TOWN and the CONTRACTOR has caused this Agreement to be executed by the signatures below.

Town of Renfrew

Name: _____ Title: _____

Signature: _____ Date: _____

I have the authority to bind the Corporation

Town of Renfrew

Name: _____ Title: _____

Signature: _____ Date: _____

I have the authority to bind the Corporation

Contractor

Name: _____ Title: _____

Signature: _____ Date: _____

I have the authority to bind the Corporation

Tender 2026-21-CRS – myFM Centre Snow Removal 2026 – Town of Renfrew

From: _____

Contact: _____

Telephone: _____

Deliver to:

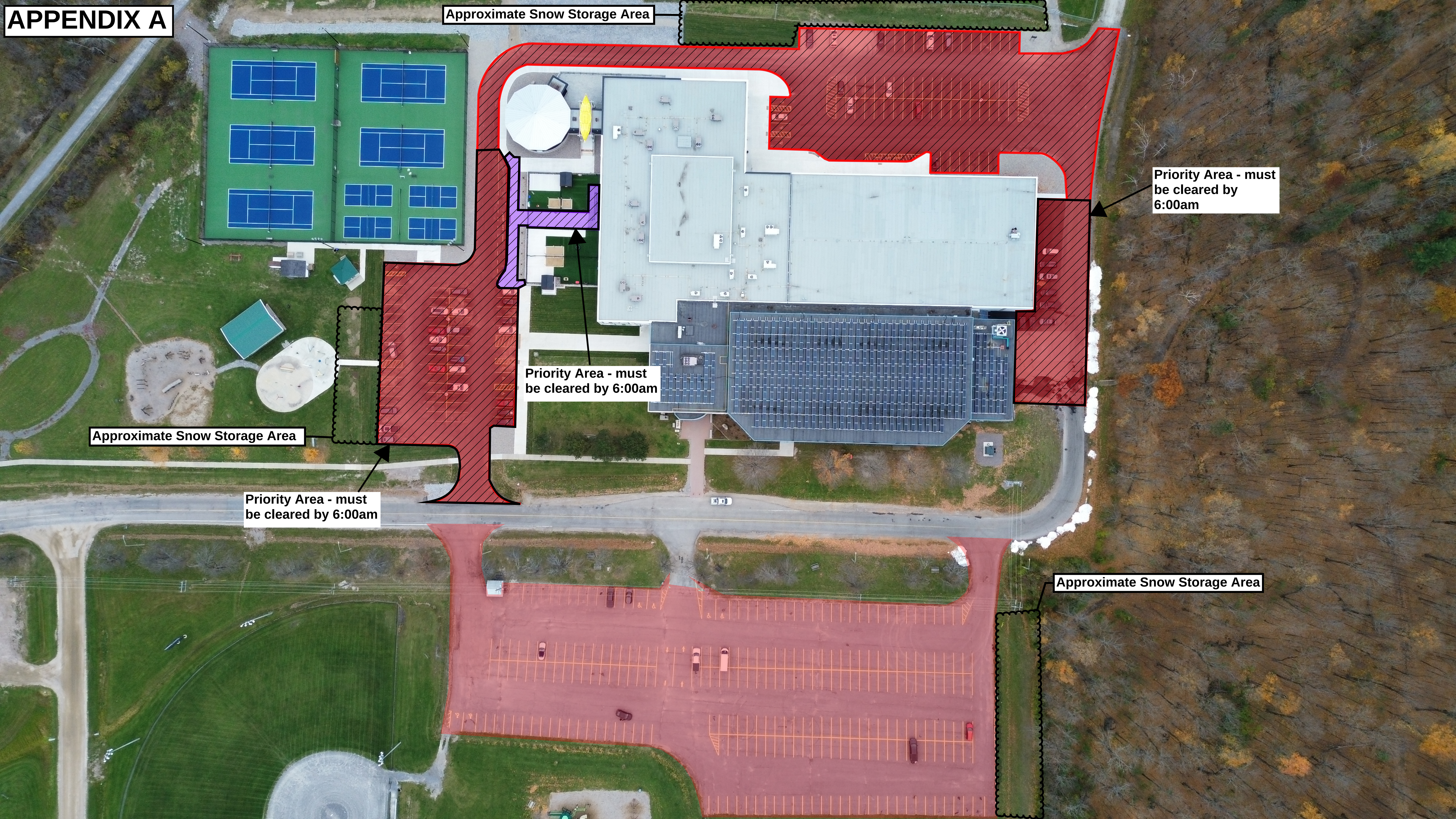
**The Town of Renfrew
127 Raglan Street South
Renfrew, ON K7V 1P8
Attention: Ashley Robertson, Purchasing Assistant**

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