



## TOWNSHIP OF ADELAIDE METCALFE

### REQUEST FOR QUOTATION WINTER MAINTENANCE WITH SAND/SALT 2022-2025

The Township of Adelaide Metcalfe is seeking quotations from qualified contractors to perform winter maintenance with sand/salt within the communities of Kerwood and Strathroy area for the 2022-2025 winter seasons.

Requirements for quotations are outlined in the attached Schedules A, B & C.

Applicable locations are shown on the attached maps, Schedule B.

Contractors are required to supply all materials, labour and equipment.

**Price Quotations must be submitted by Bidders no later than 2:00 pm on Friday, October 14, 2022.**

Return completed quotations to:

Coulter Cahill  
Public Works Manager  
Township of Adelaide Metcalfe  
2340 Egremont Drive  
Strathroy, ON N7G 3H6  
FAX: 519-247-3411  
E-MAIL: [ccahill@adelaidemetcalfe.on.ca](mailto:ccahill@adelaidemetcalfe.on.ca)

## SCHEDULE "A"

### **Requirements for Quotations for Winter Maintenance with Sand/Salt 2022-2025**

#### **1. Information for Bidders**

The quotation must be clearly identified as **"Winter Maintenance with Sand/Salt Contract 2022-2025"**.

This RFQ does not commit the Public Works Manager to making a recommendation to Municipal Council and does not require Municipal Council to approve a contract with a Bidder. The lowest price quotation or any quotation at all shall not necessarily produce a resolution and by-law. The Township reserves the right to accept or reject any or all Bids submitted under this RFQ if it is determined by Council in its sole discretion that it is in its best interest to do so. Even in the event only one quotation is received, Council reserves the right to reject it. Without limiting the foregoing, the Township reserves the right to cancel this RFT without awarding a contract if doing so is determined by the Council to be in Township's best interest.

Should Municipal Council not receive any quotation satisfactory to the Township, in its sole and absolute discretion, the Township reserves the right to cancel and/or re-procure the RFQ for winter maintenance.

In the event that all quotations are rejected by Council or this RFT is cancelled without Council passing a resolution and by-law to enter into a contract, the Bidder hereby agrees that the Township shall in no manner be responsible for the payment of any costs incurred in the response to this RFQ and the Bidder does hereby release the Township of Adelaide Metcalfe and its respective Mayor, councilors, members, employees, officers, directors, legal counsel and agents from and against any claims, actions, losses, expenses, costs or damages of every kind and nature whatsoever which arise out of or are in any way related to the preparation and submission of a quotation to this RFQ.

The issuance of this RFT does not commit Council to awarding a contract. Whether or not Council passes a resolution and by-law to enter into a potential contract is entirely at the discretion of Council and cannot be pre-judged or guaranteed. In the event that there is a staff recommendation made by the Public Works Manager to Council, such recommendation is non-binding and is subject to Council consideration.

In the event the Council considers but does not approve a recommendation made by the Public Works Manager for any reason whatsoever, the Bidder hereby agrees that the Township is in no manner responsible for the payment of any costs incurred as a result of the Council's decision or for the preparation of any quotations. The Bidder hereby releases the Township and each of its respective Mayor, councilors, members, employees, officers, directors, legal counsel and agents from any claims, actions, losses, expenses, costs or damages of every kind and nature whatsoever which in any manner arises out of or is in any manner related a Bidders' preparation and submission of a quotation for to this RFQ.

## **2. Requirements in the event of Council Resolution and By-law**

In the event that Municipal Council, in its sole discretion, passes a resolution and by-law approving a quotation, an approved contractor will be required to:

- a) Enter into a contract in a form that is to the satisfaction of the Township, in its discretion;
- b) Submit insurance documents to the Township, demonstrating proof of coverage for municipal public work; and
- c) Submit a current and valid letter of good standing from the Workplace Safety & Insurance Board (“WSIB”);

within ten (10) working days after being notified to do so in writing.

### Insurance

Any contractor entering into a potential contract with the Township will be required in any potential contract to maintain its own expense and provide proof of:

- Comprehensive general liability insurance on an occurrence basis for an amount not less than \$5,000,000 such policy to include non-owned automobile liability, personal injury; and
- Automotive liability insurance for an amount not less than \$5,000,000.

### WSIB

Any contractor entering into a potential contract with the Township will be required in any potential contract to furnish a letter of good standing from the WSIB prior to the commencement of work and to provide proof annually of maintained good standing WSIB status.

## **3. General Conditions**

In any potential contact approved by Council, a contractor would be required to indemnify and hold the Township harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the successful bidder, its agents, officers, employees or other persons for whom the successful contractor is legally responsible.

## **4. Potential Contract Period**

The term for any potential winter maintenance contract would be from November 8, 2022 to April 25, 2025, with the ability to extend at the discretion of the Public Works Manager.

## **5. Prices**

Quotation prices are to reflect the total price for one (1) snow clearing and sanding/salting event in the specified communities. One (1) snow clearing and sanding/salting event is defined as starting a community and finishing that community, regardless of the number of days involved. The quoted prices are to remain firm for the potential contract period noted in requirement #4 above. The Township in any potential contract entered into would be agreeable to paying a contractor on a monthly basis within 30 days of receiving an invoice.

## **6. Public Complaints**

It is the expectation that any potential contractor will respond proactively to any concerns the first time, correct the issue and avoid any reoccurrences. All concerns will be issued to the contractor in writing via e-mail.

## **7. Qualifications**

The Township requires quotations from contractors of recognized standing, having a minimum of two (2) years' experience in this type of work and having available the necessary equipment and skilled labour to carry out the work satisfactorily. Consideration may be given to companies with less than two (2) years' experience who, in the Township's opinion, have above average references.

## **8. Scope of Work**

The areas requiring maintenance are outlined in SCHEDULE "B".

A contractor would be required in any potential contract to perform snow removal with promptness, efficiency and in a manner satisfactory to the Public Works Manager. The criteria is as follows:

- Snow removal of the designated areas to commence when snow has accumulated to 8 cm and the storm is substantially over.
- The sidewalks/fire hall parking lot are treated immediately with sand/salt mixture following or during the snow clearing event. All materials shall be supplied by the contractor.
- During a snow clearing event, if sidewalks require additional sidewalk snow removal due to road plows discharging snow onto the sidewalks, the township expects the sidewalk to be re-cleared before leaving the area.
- All sidewalks are expected to be cleared as close as possible to the concrete surface and a minimum of 1 metre in width.
- All sidewalks are required to be cleared within 48 hours of the storm event.
- During/after a snow event, the fire hall shall be clear of snow as soon as possible due to this being an emergency service.
- At the end of each winter season, all sidewalks within the contract are to be cleaned of the winter sand material before April 30.

A contractor would be required to be responsible for all damages caused by works performed during a contract period. In the event of damages caused during the snow removal operations, the contractor would be responsible for all costs and labour associated with completing the repair to the satisfaction of the Public Works Manager.

## **9. Prompt Performance**

A contractor would be required in any potential contract to complete its scope of work diligently at such rate or progress as will ensure the criteria are met. Space has been provided on the Form of Quotation for bidders to list the estimate time for work to be completed for sidewalk plowing and sanding.

## **10. Operators**

Any potential contract would require operators of each piece of equipment to be fully trained, qualified and experienced in accordance with applicable laws and regulations to operate the equipment in a safe manner.

A contractor would be required to ensure all equipment operators have, at a minimum, an Ontario class 'G' driver's licenses and provide a copy upon request by the Township.

If an equipment operator were deemed as not qualified or inexperienced by observation of the Township supervisor/designate, the Township would have the reserved right to request an alternate qualified operator.

## **11. Equipment**

It will be necessary for any contractor to provide snow removal equipment equipped with a plow or snow blower attachment and sanding units to carry out the work to the satisfaction of the Township.

## **12. Reports**

Contractors may be required to submit within five business days a completed 'Sidewalk Snowplowing report' after every snow clearing event. Refer to SCHEDULE "C".

## **13. Disputes**

In the event of dispute as to whether or not a quotation meets the requirements of this RFQ, the determination of the Public Works Manager for the Township shall be final and binding on all parties.

## **14. Inspection**

Bidders are required on their own accord to carefully examine the RFQ, including all of its documents AND examine the site of potential work in order to satisfy themselves by examination as to all local conditions affecting a potential contract and the detail required.

**FORM OF QUOTATION**

I/We the undersigned hereby offer to provide winter maintenance snow removal/sanding, including the supply of all materials, labour and equipment for the time period November 8, 2022 to April 25, 2025 and in accordance with the Township of Adelaide Metcalfe conditions set out in this RFQ in the event its quotation is accepted by resolution and by-law of Council. The Contractor warrants by submitting this quotation that they have inspected the sidewalks/fire hall parking lot and made their own assessment of the area to be serviced.

Company Name			
Contact Name/Position			
Address			
Phone/Fax/Email			
<b>Kerwood Fire Hall Parking Lot</b> 27817 Kerwood Road, Kerwood	<b>2022/2023 Season</b>	<b>2023/2024 Season</b>	<b>2024/2025 Season</b>
Price / Event (Inc. HST (13%))			
<b>Kerwood Sidewalks</b>	<b>2022/2023 Season</b>	<b>2023/2024 Season</b>	<b>2024/2025 Season</b>
Price / Event (Inc. HST (13%))			
<b>Napperton Drive and Pike Road Sidewalks</b>	<b>2022/2023 Season</b>	<b>2023/2024 Season</b>	<b>2024/2025 Season</b>
Price / Event (Inc. HST (13%))			
<b>Centre Road Sidewalks</b>	<b>2022/2023 Season</b>	<b>2023/2024 Season</b>	<b>2024/2025 Season</b>
Price / Event (Inc. HST (13%))			
<b>Second Street Sidewalks</b> *** New construction sidewalks – sidewalks to be completed by November 1 <sup>st</sup> , 2022	<b>2022/2023 Season</b>	<b>2023/2024 Season</b>	<b>2024/2025 Season</b>
Price / Event (Inc. HST (13%))			

**Note:** The quotation prices are to reflect the total price for one snow clearing event in the specified communities.

Quotation Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP OF ADELAIDE METCALFE  
REQUEST FOR QUOTATION  
WINTER SIDEWALK SNOWPLOWING WITH SAND/SALT 2022–2025**

**Estimated Time to Complete Work**

Note: See attached Adelaide Metcalfe maps SCHEDULE “B” for Winter Maintenance locations.

Location	Total Length of Sidewalk Area in metres (approx.)	Estimated time to Complete Work
Kerwood Fire Hall Parking Lot	1600 m <sup>2</sup>	
Kerwood	780 m	
Napperton Drive and Pike Road Sidewalks	1020 m	
Centre Road Sidewalks	500 m	
Second Street Sidewalks *** New construction sidewalks – sidewalks to be completed by November 1 <sup>st</sup> , 2022	620 m	

**Experience Record**

Contractor to supply the following information concerning work done over the past two years that is similar to the type of work to be done under this quotation request.

Completion Date of Contract/Work	Name of Client/Owner	Phone Number	Description

**Equipment List**

Note: Company must have available a minimum of two sidewalk snowplows/snow blowers with sanding/salting units and one sidewalk sweeping unit or equivalent.

Quantity	Make	Model	Year

**SCHEDULE "B"**



# KERWOOD FIRE HALL



KERWOOD SIDEWALKS



**NAPPERTON DRIVE & PIKE ROAD SIDEWALKS**



**CENTRE ROAD SIDEWALKS**



**SECOND STREET SIDEWALKS**



**SCHEDULE "C"**



**SCHEDULE "C"**  
**TOWNSHIP OF ADELAIDE METCALFE**  
**PUBLIC WORKS**

**Kerwood Fire Hall Parking Lot Snow Plowing Report - Kerwood**

**Check if completed**

**Comments**

Kerwood Fire Hall Parking Lot

\_\_\_\_\_

Weather				Date:
Snow	Light	Moderate	Strong	Patrolled by: (Print Name)
Freezing Rain	Light	Moderate	Strong	
Wind	Light	Moderate	Strong	Hours of Work (Standard Time am/pm) Start shift: _____ Finish shift: _____
Temperature (Celsius)				

**Service Provided**     **Plow**     **Sand**     **Salt**

**COMMENTS**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Company Name**



**SCHEDULE "C"**  
**TOWNSHIP OF ADELAIDE METCALFE**  
**PUBLIC WORKS**

**Sidewalk Snow Plowing Report – Kerwood**

**Street Locations: (check if completed)**

**Comments**

Kerwood Road

Adele Street to Grace Street

\_\_\_\_\_

Weather				Date:
Snow	Light	Moderate	Strong	Patrolled by: (Print Name)
Freezing Rain	Light	Moderate	Strong	
Wind	Light	Moderate	Strong	Hours of Work (Standard Time am/pm) Start shift: _____ Finish shift: _____
Temperature (Celsius)				

**Service Provided**       **Plow**       **Sand**       **Salt**

**COMMENTS**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Company Name**





**SCHEDULE "C"**  
**TOWNSHIP OF ADELAIDE METCALFE**  
**PUBLIC WORKS**

**Sidewalk Snow Plowing Report – Napperton Drive & Pike Road**

**Street Locations: (check if completed)**

**Comments**

Pike Road                      Healy Avenue to Napperton Drive

\_\_\_\_\_

Napperton Drive            West end to County Lane

\_\_\_\_\_

Weather				Date:
Snow	Light	Moderate	Strong	Patrolled by: (Print Name)
Freezing Rain	Light	Moderate	Strong	
Wind	Light	Moderate	Strong	Hours of Work (Standard Time am/pm) Start shift: _____ Finish shift: _____
Temperature (Celsius)				

**Service Provided**       **Plow**       **Sand**       **Salt**

**COMMENTS**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Company Name**



**SCHEDULE "C"**  
**TOWNSHIP OF ADELAIDE METCALFE**  
**PUBLIC WORKS**

**Sidewalk Snow Plowing Report – Centre Road**

**Street Locations: (check if completed)**

**Comments**

Centre Road                      Pannell Lane past Charles Boulevard                      \_\_\_\_\_

Weather				Date:
Snow	Light	Moderate	Strong	Patrolled by: (Print Name)
Freezing Rain	Light	Moderate	Strong	
Wind	Light	Moderate	Strong	Hours of Work (Standard Time am/pm) Start shift: _____ Finish shift: _____
Temperature (Celsius)				

**Service Provided**       **Plow**       **Sand**       **Salt**

**COMMENTS**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Company Name**



**SCHEDULE "C"**  
**TOWNSHIP OF ADELAIDE METCALFE**  
**PUBLIC WORKS**

**Sidewalk Snow Plowing Report – Second Street**

**Street Locations: (check if completed)**

**Comments**

Centre Road                      Christian Reformed Church past Grogast Court                      \_\_\_\_\_

Weather				Date:
Snow	Light	Moderate	Strong	Patrolled by: (Print Name)
Freezing Rain	Light	Moderate	Strong	
Wind	Light	Moderate	Strong	Hours of Work (Standard Time am/pm) Start shift: _____ Finish shift: _____
Temperature (Celsius)				

**Service Provided**       **Plow**       **Sand**       **Salt**

**COMMENTS**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Company Name**