



Request for Quotes

Contractors are invited to submit quotes
for **Snow Removal** for the following location:

EAST

173 Main Street, Sundridge, Ontario
69 Queen Street, Magnetawan, Ontario
251 Yonge Street, Burk's Falls, Ontario
122- 130 Dimsdale Street, Burk's Falls, Ontario
24 Roselawn Boulevard, South River, Ontario
16 Toronto Avenue, South River, Ontario
400 Main Street, Callander, Ontario
Highlands ELCC (#2500 Hwy#592), Emsdale, Ontario
175 Big Ben Ave., Powassan, Ontario

WEST

1 Beechwood Drive, Parry Sound, Ontario
66A & 66B Waubeek Street, Parry Sound, Ontario
22A Belvedere Avenue, Parry Sound, Ontario
66 Church Street, Parry Sound, Ontario
118 Church Street, Parry Sound, Ontario

Submissions are due by 4:30 p.m. on Friday, October 4th, 2024

For contract specifications and information visit:

www.psdssab.org

SNOW REMOVAL BID SHEET-WEST
(Please complete for each address you bid on)

LOCATION:

CONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

COST PER MONTH: _____
This rate shall remain unchanged for contract term

COST PER HOUR FOR AUTHORIZED WORK: _____
This rate shall remain unchanged for contract term

SIGNATURE of OWNER/OPERATOR: _____

Any extra work authorized by the Parry Sound Office will be at the same rate per hour listed above as for your Custodial work.

CONTRACT DATES: NOVEMBER 1ST, 2024 – APRIL 30TH, 2025

This contract may be renewed upon review by the
Supervisor of Maintenance & Capital Projects

**ALL QUOTES ARE TO
BE SUBMITTED NO LATER THAN OCTOBER 4th, 2024 @ 4:30 P.M. TO:**

**Parry Sound District Housing Corporation
1Beechwood Drive
Parry Sound, ON P2A 1J2**

Stephanie Silvestri (WEST Properties) Luke Preston (EAST Properties)
Community Relations Workers-Maintenance
ssilvestri@psdssab.org & lpreston@psdssab.org

WINTER GROUNDS

MAINTENANCE SPECIFICATIONS AND CONDITIONS FOR SNOWPLOWING AND SNOW REMOVAL OF PARKING LOT, WALKWAYS AND ENTRANCES.

SPECIFICATIONS

1.0 GENERAL

The work under this contract comprises the furnishing of all labour, material and equipment necessary for the plowing and removal of snow from the parking lot area as per each specific Contract/Purchase Order, and may include but is not limited to:

- Snow/Ice Removal from all Parking Lots, Walkways and Entrances
- Removal of any Ice Build-up in Parking Lot, Walkways and Entrances
- Sanding, Salting, or Ice Melting Chemical application in the above area as required, at the responsibility/liability of each Contractor from any given location and area
- Removal of high banks/piles of snow from the site as required throughout the season.

1.1 INSURANCE and WSIB

The Contractor shall possess automobile and liability insurance for the operation of the business of snow removal. Workplace Safety & Insurance Board Certificate is required if any employees are carrying out this work.

(Please see the specific provisions under Section 12.0)

2.0 TERMS OF CONTRACT

The term covered by this contract will commence on the **1st day of November 2024** and shall terminate on the **30th of April 2025**.

SNOW PLOWING, SANDING, SALTING, ICE MELTING CHEMICAL APPLICATION AND/OR OTHER SNOW/ICE REMOVAL ACTIVITIES TO BE INCLUDED IN THIS QUOTE FOR THIS CONTRACT, FOR THE ENTIRE SEASON.

3.0 BASIS FOR PAYMENT

The quoted amount is for the entire season. Invoices and log sheets are to be submitted at the end of each month for payment to payables@psdssab.org

4.0 SNOW REMOVAL SERVICES (seven days per week coverage)

Contractor is responsible for Snow/Ice Removal from all Driveway, Roadways, Parking Lots, Walkways and Entrances and coverage to be twenty-four hours per day, seven days per week.

Contractor shall commence the Snow Plowing, Snow Blowing, or other Snow/Ice Removal Operations within **two (2) hours after the snow fall commences or drifting snow reach a depth of four (4) inches, whichever condition occurs first** on any project under the Contractor's responsibility.

Snow Plowing, Snow Blowing, or other Snow/Ice Removal activities shall continue until all specified areas per project(s) are clear of snow accumulation.

The **first priority** shall be establishing the flow of Vehicle, Walkways and Entrances throughout the project.

The **second priority** shall be Snow Plowing, Snow Blowing, or Snow/Ice Removal Activities of the remaining snow from all specified areas for each project to pavement, concrete, or ground level. In the event of extremely heavy snowfall, the Contactor shall be required to give the first priority to more than one project, but with the understanding that s/he is to immediately return the original project to complete snow removal.

4.1 SANDING, SALTING AND CHEMICAL APPLICATION

The Contractor is responsible/liable for keeping all projects and areas under his responsibility clear and safe for all persons, at all times, including but certainly not limited to Housing Corporation personnel and tenants. This is mandatory to prevent any accident or injury, especially "slip and fall" injury or "Motor Vehicle" Accident.

The contractor shall clear snow from all Vehicle Areas, Walkways and Entrances before the snow becomes compacted. Sand and sand/salt shall be spread on Parking Lots, Driveways, or any other required area, *with the application of Ice Melting Chemical for Building Walkways Entrances/Exits and Stairs*, at the Contractors responsibility/liability using the guideline below, outlined in **Section 4.2 Guideline for Sanding, Salting, or Chemical Application**.

The *specific materials* to be used for the various areas shall be materials that will perform the required and necessary function to ensure the safety of all residents, visitors, and personnel, while providing negligible damage to property.

4.2 GUIDELINE FOR SANDING, SALTING OR CHEMICAL APPLICATION

It is the Contractor's responsibility/liability to ensure that all areas as maintained in such a manner to ensure the safety of all persons at all times on the property. Sand and/or Salt should be applied in sufficient quantities to all areas that contain, but not limited to ice, build-up of snow, glazed surfaces after snow removal, areas subject to a thaw and freeze, frozen or freezing rain, or any surface subject to slippery conditions, to ensure efficient service and prevention of accident or injury.

A minimum, yet suitable sufficient quantity of chemical shall be used to melt the snow and ice to protect the surface areas and turf areas from chemical damage. Proper application should ensure that areas are cleared yet avoid excess pooling or remnants of that applied product.

Before contact is awarded, bidding applicant must submit the details of the sand/salt mixture that will be used during the contract duration. The expectation is that the material used will be effective and not cause damage to any walkways, driveways or parking lots. In this contract, the material used also must have no harmful effects on children or pets.

5.0 DAMAGES TO PROPERTY AND ENVIRONMENTAL ISSUES

The Contractor shall make good at his/her own expense, any damage caused by his/her work to any material, equipment and property located on the project. Any and all damage must be reported promptly to the Housing Corporation. The Contractor shall be responsible for any and all environmental damage, personal injury, or property damage arising out of the discharge, dispersal, release, or escape of smoke, vapours, soot, fumes, toxins, liquids, solids, and pollutants into or upon the land, atmosphere or any water of any description, no matter where it's located or how contained, or into any watercourse, drainage, or sewer system. Excessive damage or failure to report damages shall be considered as 'default' of the contract and will be subject to Section 14.0 (Default and Termination). The contractor will then be liable for all costs associated with rectification of any and all damages caused.

6.0 APPROVED EQUIPMENT

The following equipment is suitable for Snow Removal, in Parking Lots and Driveways:

1. $\frac{3}{4}$ ton, 4-wheel drive pick-up truck with 6' or 8' wide blade
2. $\frac{3}{4}$ ton, rear axle drive pick-up truck with loaded box & 6' or 8' blade
3. Front-end loader with 1 cubic yard 'bucket' capacity or greater
4. Dump Truck with 7 cubic yard box capacity or greater
5. Snow Blowers, Auto-powered, Riding, or Operator-driven

All heavy equipment shall be pneumatic mounted, or rubber tracked to avoid site surfaces from being marred, scored, indented or damaged in any way.

All equipment shall bear suitable marking, light or identification as required by law.

The Housing Corporation must approve, in writing, any other equipment that is to be used. The Housing Corporation reserves the right to inspect the condition of all equipment and at their sole discretion, to reject Bid/Quotations for equipment deemed to be inadequate for any reason. Any changes in approved or inspected equipment must be submitted, in writing, to the Housing Corporation for approval; failure to

adequately provide suitable equipment may result in termination or default of the contract and will be subject to the provisions of Section 13.0.

7.0 REQUIREMENT FOR LOG SHEETS

For the protection of both the Contractor and the Housing Corporation, and to mitigate any liability, all Contractors performing work for the Housing Corporation, under these specifications, will be required to upkeep mandatory “Log Sheets”. The “Log Sheets” will be provided by the Housing Corporation and shall contain all operations performed under the respective contract. The “Log Sheets” **must** contain, but are not limited to, the following information:

- Date
- Start and Finish Times
- Current Weather Conditions (Temperature, Skies, Precipitation, Accumulation etc.)
- Activity Performed (Plowing, Loading, Sand, Salt etc.)
- Location(s)
- Signatures of Contractor per entry

The “Log Sheets” must be made available for viewing and signing by the Housing Corporation. Failure to keep and adequate Log shall result in default and termination of the contract, as per Section 14.0.

All “Log Sheets” shall be the property of the Housing Corporation and must be returned upon contract completion for payment or immediately upon request.

8.0 CONTRACT COMPLETION AND CLEAN-UP

Prior to the end of the contract and after the final snowfall, it is mandatory that all Contractors, in all locations/projects, for all areas for all services provided, ensure that all excess sand from areas under each contract is swept-up clean, picked-up, and disposed of off site.

9.0 COMMUNICATION

The successful Contractor for an area shall establish a local telephone contact with the Housing Corporation and provide telephone numbers for immediate contact.

Parry Sound Housing Corporation

Tel: (705) 774-9600 – Toll Free 1-877-767-6060 (24-hour answering service)

Luke Preston, *Community Relations Worker-Maintenance* EAST ext.5429

Stephanie Silvestri, *Community Relations Worker-Maintenance* WEST ext. 5271

10.0 STORAGE

There is no storage room available on site for your equipment.

10.1 MILEAGE

Mileage is not included in this contract; any expenses for travel are the responsibility of the Contractor.

11.0 LIABILITY INSURANCE, AUTOMOBILE INSURANCE AND WSIB CLEARANCE

A **valid** proof of Liability and Automobile Insurance, both **stating, “rated, or classified for the operation or purpose of Snow Removal”**, of no less than two million dollars (\$2,000,000) liability coverage. This must be maintained throughout the contract period. The Housing Corporation *may* ask that proof be supplied that such insurance contains clauses *that the insurance cannot be cancelled or altered without 30 days written notice, sent via registered mail, to the Housing Corporation.* We require WSIB Clearance Certificate (for those Contractors with employees), or proof of Independent Operator Identification Number must be provided with your Quotation or upon award and be maintained throughout the contract period. It is the responsibility of the Contractor to supply and maintain this proof with the Housing Corporation. Failure to provide and/or maintain such documentation may result in default and/or termination as per Section 14.0.

12.0 SAFETY REQUIREMENTS

It is the responsibility/liability of each individual Contractor, Employee, or Sub-contractor thereof to ensure that safety of all persons and the prevention of Accident, Injury, or Damage to Property at all times, in all locations under their care during the provisioning and operational performance of duties under this or any contract with the Housing Corporation. Failure to provide and/or maintain such or noted negligence in the performance of such responsibility/duty will automatically result in default and/or termination as per Section 14.0; further any expenses incurred to complete the performance of the specific contract(s) or any work thereof, will be at the expense of the Contractor.

13.0 DEFAULT AND TERMINATION

In the event that for any reason the Contractor fails to remove snow or maintain any of the provisions, terms, or conditions in accordance with the specifications contained herein to the satisfaction of the Housing Corporation, the Corporation will provide notice of default to the Contractor and the Corporation will reserve the right to terminate the contract and/or engage any other qualified Contractor to complete the work as specified, at the expense and liability of the Contractor.

14.0 BID, QUOTATION AND CONTACT INFORMATION

The Housing Corporation reserves the right to request and check references and/or equipment to be utilized, prior to award (also see Section 6.0 Approved Equipment).

Please note that the lowest bid, at the sole and unfettered discretion of the Housing Corporation, will not necessarily be accepted.

The Housing Corporation reserves the right to negotiate specific services with the Successful Bidder and/or to change/negotiate the areas under direction or to make reasonable changes to the specifications without notice.

Please direct any inquiries to:

District of Parry Sound Social Services Administration Board
Housing Operations
1 Beechwood Drive
Parry Sound, Ontario
P2A 1J2

Tel: (705) 774-9600 Toll Free 1-877-767-6060

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