



Renfrew

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

TENDER 2024-31-IPWE SNOW HAULING, DOZER & GRADER RENTAL

SECTION I - INFORMATION

Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids from contractors to supply three (3) tandem or tri-axle trucks with drivers, with the option for a fourth truck if needed, for snow hauling services, as well as a dozer rental for snow dump operations and a grader rental for snow removal operations. This is for a two-year contract period from date of award to April 2026. Services will be requested on an as-needed basis.

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 of 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. **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 2024-31-IPWE** in the subject line.

Questions related to this tender or the requirements are to be received by **2:00 p.m. on, November 25, 2024**. Inquiries should be directed to:

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



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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. December 3rd, 2024**. 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 virtual public opening. The virtual public reading of a tender 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.

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



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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 tenderer shall provide the Corporation of the Town of Renfrew with an original Certificate of 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.
 - 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.



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SECTION II – TENDER SPECIFICATIONS

Scope of Tender

SNOW HAULING SERVICES

The contractor must provide three (3) tandem or tri-axle trucks with drivers (with an option for a fourth truck) to provide snow hauling services.

Trucks must be available to the Town on a 24-hour basis, 7 days per week, upon awarded contract. Snow hauling will take place on a flexible hour basis (i.e. days/nights/weekends) as determined by the Town's Public Works Supervisor or their designate.

A minimum of four (4) hours notification will be given prior to callout. Trucks called out must report to a specified location within this notice period.

Trucks will be guaranteed a minimum three (3) hours work per callout except in the event of a mechanical breakdown of the Town's equipment.

All trucks must be equipped with a tailgate and must have extended side boards on the left side.

It is the responsibility of the Town's Public Works Supervisor or designate to determine when snow hauling operations are required.

The Public Works Supervisor or designate shall:

- Authorize a reduction, increase or modification to the number of equipment required for removal operation as needed, and
- Determine the duration of snow removal.

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

The number of hours specified in the form of contract is for bid comparison only and does not constitute the magnitude of scope of work as it is highly dependent upon winter conditions. Town reserves the right to reject any or all tenders and to award to any or no contractors.

DOCUMENTATION

The Contractor must maintain the necessary CVOR documents to ensure compliance with the provincial regulations.



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SPECIFICATIONS

The Contractor shall provide all necessary personal protective equipment and appropriate training to their employees.

The Contractor must provide all specified equipment requested for this tender.

The Contractor must provide a list of subcontractors, and the equipment included in the contract.

The contractor must provide one (1) contact name and phone number to be used for callout purposes. This contact person must be available at all times to receive callouts from the Town's Public Works Supervisor or their designate.

All work under this contract must be completed in accordance with all appropriate requirements in Federal, Provincial and Municipal laws, statutes, regulations and bylaws relevant to this tender including but not limited to:

- *The Occupational Health and Safety Act*, R.S.O. 1990, c. 0.1, as amended.
- *Workplace Safety and Insurance Act*, effective January 1, 1998, as amended.
- *The Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended.

CONTRACT PERIOD

The Contract period shall come into effect on the date of award and shall remain in effect until April 30, 2026. Price(s) tendered shall remain firm for the period of the Contract. No increases to the contract will be entertained.

BASIS OF AWARD

- (a) The Town retains the right to assess tenders based on prior experience and reference checks.
- (b) The Town reserves the right to consider the condition and age of equipment when evaluating acceptable bids.
- (c) The contract is only awarded on acceptance by the appropriate level of governance of the Town based on the Contract value and following evaluation of the tenders submitted.

NOISE LEVELS

The Contractor shall take necessary steps to not bang the tailgates when dumping snow at the snow dump. Drivers that slam tailgates will be asked to be removed from the contract.



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The Town snow dump is in proximity to residential development and the Contractor is to take all measures to minimize noise. Different areas of the snow dump are used by different users and the dozer operator is to maintain records of time spent in each area as identified by the Town's Public Works Supervisor or their designate.

VEHICLE INSPECTIONS

The Supervisor of Public Works or designate may inspect the vehicles to confirm vehicle and equipment meet required specifications. Contractors are to arrive on the job with a clean truck box.

BREAKDOWNS

It is understood that equipment under this contract can be subject to normal breakdowns which would be considered beyond the control of the Contractor. Breakdowns for an extended period that would cause a delay in the service and considered controllable would be a cost to the Contractor. The Town will not be responsible for the rental cost of equipment during breakdown. In the event of an extended breakdown, it is the Bidder's responsibility to promptly provide a replacement vehicle. The Supervisor of Public Works or designate will determine at what point the replacement vehicle is required.

VEHICLE/EQUIPMENT SPECIFICATIONS

The Town loads snow by the use of blowers and loaders and loading must be possible from right side of the box as well as from the end of the box. Therefore, the maximum height of the truck box, from the ground to top of box, including any box extensions, shall not exceed ten (10) feet, and this height restriction shall not reduce required box capacity as stated herein. The Contractor shall ensure trucks proposed to be used on this work, and on which the bid is based, will conform to these requirements. All trucks shall be equipped with tow chains and a hand shovel. All vehicles shall meet the requirements of the Highway Traffic Act.

The Contractor shall ensure they provide some form of communication for the Town blower/loader operator to ensure the operator has communication with all trucks.

DOZER AND GRADER RENTAL

The Town requires the rental of a bulldozer for pushing snow. The bulldozer must be a track type bulldozer with standard straight push blade, meeting OPSS 127 and a minimum of 210 kW net flywheel (D8) or equivalent. The grader must be able to remove frozen snowbanks and lift heavy ice and snow from the pavement surface for snow blower pick up.



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Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope and delivered to:

TOWN OF RENFREW (Town Hall)

127 Raglan Street South
Renfrew, Ontario K7V 1P8

Attention: Ashley Robertson, Purchasing Assistant

Tender submissions must be received not later than **2:00 p.m. December 3rd, 2024.**

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 13, 2024
Question Deadline	November 25, 2024
Town Published Addendum (if applicable)	November 27, 2024
Closing date for Proposal Submissions	December 3, 2024
Anticipated Award (on or about)	December 5, 2024



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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.	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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Schedule "A" CORPORATION OF THE TOWN OF RENFREW 2024/2025

SNOW HAULING SERVICES (Based on 600 hours)

Company Name: _____ Contact Name: (for callout) _____

Address:(for callout) _____ Telephone #: (for callout) _____

Truck #	Truck Type (tandem/ tri-axle)	VIN	Box Dimensions (meters)			Tendered Price with driver per hr (taxes and other charges included)
			L	x	W	
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4 (option)	_____	_____	_____	_____	_____	_____

DOZER RENTAL FOR PUSHING SNOW (Based on 150 hours)

MUST BE D8 OR EQUIVALENT

MAKE	MODEL	YEAR	HOURLY RATE (tax included)

Float Charge _____ (max. 2 charges per year)

GRADER RENTAL (Based on 100 hours)

MAKE	MODEL	YEAR	HOURLY RATE (tax included)



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Schedule "B" CORPORATION OF THE TOWN OF RENFREW 2025/2026

SNOW HAULING SERVICES (Based on 600 hours)

Company Name: _____ Contact Name: (for callout) _____

Address:(for callout) _____ Telephone #: (for callout) _____

Truck #	Truck Type (tandem/ tri-axle)	VIN	Box Dimensions (meters)			Tendered Price with driver per hr (taxes and other charges included)
			L	x	W	
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4 (option)	_____	_____	_____	_____	_____	_____

DOZER RENTAL FOR PUSHING SNOW (Based on 150 hours)

MUST BE D8 OR EQUIVALENT

MAKE	MODEL	YEAR	HOURLY RATE (tax included)

Float Charge _____ (max. 2 charges per year)

GRADER RENTAL (Based on 100 hours)

MAKE	MODEL	YEAR	HOURLY RATE (tax included)



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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.

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. Payment will be made for the actual quantity of equipment used for the actual number of hours the equipment is operated.

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 2024-31-IPWE – SNOW HAULING, DOZER & GRADER RENTAL

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: