

# INVITATION TO TENDER

TENDER 2025-02

WINTER MAINTENANCE CONTRACT  
SNOW REMOVAL – SANDING/SALTING

Deadline for submission is Friday, February 14, 2025 at 2pm

# **INFORMATION TO TENDERERS**

## **GENERAL & SUBMISSION**

You are invited to submit prices for snow removal and sanding/salting services as specified on the attached Tender Form, in a sealed envelope and clearly marked "Tender for snow removal and sanding/salting services TENDER 2025-02" and addressed to:

**Community Living Glengarry  
Attn: Bethany Lancaster**

**If hand-delivered or sent by mail or courier services: 332 MacDonald, Alexandria, ON, K0C 1A0**

**Tenders will be received until Friday, February 14, 2025 at 2pm.**

Specific questions regarding this Tender for snow removal and sanding/salting services should be directed to:

Bethany Lancaster  
Community Living Glengarry  
Phone: 613-525-4357 x 137  
e-mail: [bethany@clglen.on.ca](mailto:bethany@clglen.on.ca)

### 1) **WORK INCLUDED**

Generally, the work under this contract shall include the supply of all materials, labour with tools, and operated equipment at the locations as required for the clearing of snow and ice control as specifically stated in this tender document.

### 2) **EXAMINATION OF LOCATION**

Signing of the tender documents shall be deemed to certification by the tenderer that he/she has visited all sites and has determined all conditions which may affect the work, and has taken these conditions into consideration in his/her tender.

### 3) **WITHDRAWAL OR QUALIFYING OF TENDERS**

The last tender received shall supersede and invalidate all tenders previously submitted by the tenderer.

Tenders may be withdrawn at any time up to the official closing time.

### 4) **INFORMAL OR UNBALANCED TENDERS**

Tenders which are incomplete, conditional, illegible, obscure, or that contain additions not called

for, reservations, erasures, alterations or irregularities of any kind, may be rejected as informal. Tenders that contain prices, which appear so unbalanced as likely to affect the interest of the organization, may be rejected. The Organization reserves the right to waive informalities at its discretion.

## 5) **SCOPE OF WORK**

The tenderers shall satisfy him/her as to the scope of the work at each and every location.

In particular, the attention of the tenderer is drawn to the fact that because this service contract may require that the tenderer provide a high degree of equipment availability and capacity, with little prior notice. He/she must satisfy the Organization that he/she has sufficient labour, tools, and equipment under his/her control to undertake the work as required.

## 6) **PAYMENT METHOD**

Payment to the successful tenderer will be made by cheque in equal monthly instalments from November 1, 2025 through to March 31, 2027 (5 monthly instalments each year) negotiable.

# SPECIFICATIONS FOR SERVICE CONTRACT

## Snow removal – Sanding/Salting

### 1) SITE OF WORK

The service contract for snow removal, sanding/salting and ice control, on driveways, shelters and fire exits, is to be carried out at six (6) locations:

Location 1	Community Living Glengarry	332 MacDonald, Alexandria
Location 2	Dominion Residence	190 Dominion St. N, Alexandria
Location 3	Bishop Residence	232 Bishop St. N, Alexandria
Location 4	West Boundary Residence	261 West Boundary, Alexandria
Location 5	Roy Crescent Residence	20390 Roy Crescent, Green Valley
Location 6	Anik St. Residence	82 Anik St., Alexandria

### 2) WORK INCLUDED

Generally, the work under this contract includes all materials, labour, hand tools, and operated equipment necessary to provide the services as described as follows:

#### a) Ice Control

- i) Supply and stockpile container of sand and/or salt as required to provide safe conditions, per location.

#### b) General

In general, all snow removal and ice control shall be undertaken by the use of equipment.

The snow removal, ice control, and other clearing as requested, will be executed after an accumulation of 2 (two) inches.

During a snowstorm, all parking lots, driveways, walking areas, emergency exits and vehicle shelters will be checked for accumulation of snow and if required, cleared immediately.

All of our locations must be easily accessible to our staff, people receiving services and their families by 6:30 a.m. and therefore, must be inspected and cleared (if necessary) prior to 6:30 a.m. Other key times that the parking lots, driveways, walking areas, emergency exits and shelters are to be easily accessible to our staff, people receiving services and their families are 12 p.m. (noon) and 3 p.m. The times of accessibility are a critical aspect of our sites due to the nature of the services we provide and are taken very seriously when performance is assessed.

NOTE: TRACKED EQUIPMENT SHALL NOT BE USED WITHOUT THE PRIOR WRITTEN AUTHORITY OF THE EXECUTIVE DIRECTOR

**i) ADDITIONAL WORK REQUESTED MAY INCLUDE:**

- (1) Sanding-safety hazard
- (2) Removal of excess snow
- (3) Extra loader work

**ii) EQUIPMENT TO BE USED/TENDERER EXPERIENCE**

In the tender, the tenderer shall submit a comprehensive list of the equipment that will be utilized if tender awarded. This list shall indicate the make, model year of manufacture, capacity and condition of the equipment. As well, the contractor will complete Statement "A" of this document to illustrate his experience at similar work.

**iii) USE OF PREMISES**

The tenderer shall confine his/her apparatus, storage of equipment, and operation of his/her workers to the limits indicated by law, ordinances and shall not reasonably encumber the site as determined by the Organization or its representatives. At no time, shall equipment be left on the premises without prior approval of the Executive Director.

**iv) DAMAGE TO EXISTING FACILITIES – LIABILITY**

The tenderer shall take all necessary precautions to prevent any damage to Community Living Glengarry properties, stakeholders, or property, and shall prove evidence of sufficient liability insurance upon request, in order to protect the agency from any loss due to any occurrence resulting from his/her activities.

**v) DURATION OF THIS TENDER**

This tender is intended to encompass 2 years of services starting with the 2025-2026 season (November 1 to April 30), and extend to the end of the 2026-2027 season. However, Community Living Glengarry can terminate this tender upon unsatisfactory services received from the tenderer. The Executive Director will, in all cases of complaints, contact the tenderer and discuss actions required to conform to this tender.

If the successful tenderer wishes to terminate the contract must be done prior to the season of cancellation. Otherwise a fee of \$500 will be applied.

**vi) WSIB/LIABILITY INSURANCE**

A WSIB clearance certificate and certificate of liability insurance of over \$5,000,000 will be required when submitting the tender.

**vii) CONFIDENTIALITY AGREEMENT**

A confidentiality agreement will be required to be signed upon awarding the tender.

# LOCATION DETAILS

Please provide cost and list of intend equipment

<b>Community Living Glengarry Main Office Building</b>							
Location 1	November 1, 2025 – April 30, 2026			November 1, 2026– April 30, 2027			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	SUB TOTAL \$	HST	TOTAL COST \$	
Snow clearing of driveway and parking lots							
Ice control in driveway, parking lots, walkways and exits							
Snow removal of walkways, exits and shelters							
Snow removal required due to parking space infringement							
Container of sand/salt refilled, as needed							
<b>TOTAL</b>							
<b>Dominion Residence</b>							
Location 2	November 1, 2025 – April 30, 2026			November 1, 2026– April 30, 2027			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	SUB TOTAL \$	HST	TOTAL COST \$	
Snow clearing of driveway and parking lots							



Snow clearing of driveway and parking lots							
Ice control in driveway, parking lots, walkways and exits							
Snow removal of walkways, exits and shelters							
Snow removal required due to parking space infringement							
Container of sand/salt refilled, as needed							
<b>TOTAL</b>							

**Roy Crescent Residence**

Location 5	November 1, 2025 – April 30, 2026			November 1, 2026– April 30, 2027			INTENDED EQUIPMENT
	SUB TOTAL \$	HST	TOTAL COST \$	SUB TOTAL \$	HST	TOTAL COST \$	
Snow clearing of driveway and parking lots							
Ice control in driveway, parking lots, walkways and exits							
Snow removal of walkways, exits and shelters							
Snow removal required due to parking space infringement							
Container of sand/salt refilled, as needed							
<b>TOTAL</b>							

**Anik Residence**

Location 6	November 1, 2025 – April 30, 2026	November 1, 2026– April 30, 2027	INTENDED EQUIPMENT
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	SUB TOTAL \$	HST	TOTAL COST \$	SUB TOTAL \$	HST	TOTAL COST \$	
Snow clearing of driveway and parking lots							
Ice control in driveway, parking lots, walkways and exits							
Snow removal of walkways, exits and shelters							
Snow removal required due to parking space infringement							
Container of sand/salt refilled, as needed							
<b>TOTAL</b>							
<b>TOTAL CONTRACT COST FOR SERVICES PROVIDED</b>							

<b>Total of all locations</b>	November 1, 2025 – April 30, 2026			November 1, 2026– April 30, 2027		
	SUB TOTAL \$	HST	TOTAL COST \$	SUB TOTAL \$	HST	TOTAL COST \$
Main Office – MacDonald Blvd						
Dominion Residence						
Bishop Residence						
West Boundary Residence						
Roy Crescent Residence						
Anik Residence						
<b>TOTAL CONTRACT COST FOR SERVICES PROVIDED</b>						

# SIGNATURE

We hereby acknowledge that we:

- a) have read all of the Tender Documents and fully understand the content of the said documents and the requirements included therein;
- b) have filled out all of the required spaces on the Bid Form and have submitted all documentation required by the Tender Documents;

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

Sealed bids clearly marked "TENDER 2025-02" must be submitted ***before Friday, February 14, 2025 at 2pm to the attention of:***

**Bethany Lancaster**  
**Community Living Glengarry**

**If hand-delivered or sent by mail or courier services: 332 MacDonald, Alexandria, ON, K0C 1A0**

**THE LOWEST OR ANY QUOTATION WILL NOT NECESSARILY BE ACCEPTED.**

*Note:*

*If the tender is submitted by or on behalf of a corporation, it must be duly signed in the name of such corporation by the duly authorized officers and the seal of the corporation must be affixed. If the tender is submitted by or on behalf of an individual or a partnership the signature of the individual or the partner must be present.*

# STATEMENT A

A tender is required to provide information to illustrate his experience at similar service work. (Attachments accepted)

## TENDERER EXPERIENCE:

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## TENDERER LIST OF EQUIPMENT:

Description/make	Model	Year of manufacture	Capacity & condition of equipment