

Request for Quotation



Snow Removal

Resort Village of Tobin Lake
904 Willow Drive

Summary of Key Information:

Request Number	2025.26.01
Issued	16 October 2025
Closing Time and Date	31 October 2025 at 4:00 p.m.
Closing Location	Bidders shall submit quotations as explained in sections 2 & 3
Contact Person	Nathalie Hipkins, CAO rvtobinlake@sasktel.net

1.0 Snow Removal

The Resort Village of Tobin Lake is requesting quotes to provide support for snow removal for the 2025/2026 winter season within the Resort Village.

Snow removal will be contracted when the Resort Village of Tobin Lake Maintenance staff is unable to provide snow removal. Occasions may be when there is an abundant of snow fall or if the maintenance staff is away. This will be on an on-call basis.

The contractor shall supply and maintain their own equipment. Equipment must have an angled blade. Proof of a minimum of \$2 million liability insurance is required.

Description of Equipment	Unit Price	Sum Price

Is GST and PST included in the above quoted price? ☐yes ☐No

Is there a minimum call out? ☐yes ☐No

If yes, what is the minimum call-out _____

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The undersigned agrees to be bound by the terms and conditions of this Request for Quotation and supply the items listed at the prices quoted. If the undersigned is successful, the undersigned will be bound by and will comply with the terms and conditions contained in the Request for Quotation.

This quote request, your response and the attached terms and conditions govern our agreement.

Bidder Information	
Name and Title of Individual	
Legal Company Name	
Company Address	
Phone Numbers	
Email Address	

Signature of person authorized to bind the bidder/supplier

Date

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2.0 Submission Instructions

Quotations must be received by hard copy or email. Hard copies must be submitted at the Resort Village of Tobin Lake office located at 904 Willow Drive. Electronic copies must be emailed to rvtobinlake@sasktel.net

2.1 Amendment of Quotations

Proponents may amend their quotations prior to the submission deadline by the same method as prescribed for submission of quotations. Any amendment should clearly indicate which part of the quotation the amendment is intended to replace.

2.5 Withdrawal of Quotations

At any time throughout the RFQ process until the execution of an Agreement, a proponent may withdraw a submitted quotation. To withdraw a quotation, a notice of withdrawal must be sent to the RFQ contact and must be signed by an authorized representative of the proponent. Resort Village of Tobin Lake is under no obligation to return withdrawn quotations.

3.0 Request for Quotation Terms and Conditions

- 3.1 Late submissions or quotations will not be accepted or considered. It is the responsibility of the bidder to ensure that the quotation arrives prior to the date and time and at the place indicated in this Request for Quotation.
- 3.2 Quotations must be in Canadian funds.
- 3.3 If a bidder discovers that they have made an error in their quotation, the bidder may forward a correction notice to the Resort Village of Tobin Lake at this office, but it must be received by Resort Village of Tobin Lake prior to the closing date and time for the Request for Quotation. Unless otherwise specified, quotations will be open for acceptance 30 days after closing date.
- 3.4 When quotations have been received and an award made, the successful bidder will be held to their quotation as of the closing of the Request for Quotation irrespective of subsequent representation that mistakes have been made in the quotation originally submitted.
- 3.5 Notwithstanding with section 3.4, if it appears that an error has been made in a quotation, the Resort Village of Tobin Lake may, in its sole discretion, before awarding an order, communicate with the potential supplier to ascertain if they will supply at the quoted price or withdraw the quotation. If the potential supplier is permitted to withdraw their quotation, the potential supplier will not be considered on the Request for Quotation.

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- 3.6 The Resort Village of Tobin Lake reserves the right to award this order in part or in full, based on quotations received unless the potential supplier specifies that its quotation is valid only for the complete order.
- 3.7 The lowest or any quotation will not necessarily be accepted.
- 3.8 In the event of a discrepancy between the unit price and the extended price, the unit price shall govern.
- 3.9 Bidders shall comply with all applicable laws.
- 3.10 Bidders are solely responsible for their own expenses, if any, in preparing a request for quotation response and subsequent negotiation with the Resort Village of Tobin Lake, if any.
- 3.11 All enquiries related to this Request for Quotation are to be directed to the Resort Village of Tobin Lake as noted on the first page of this Request for Quotation. Information obtained from any other source should not be relied upon.
- 3.12 All documents submitted to the Resort Village of Tobin Lake are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

4.0 Form of Contact

Request Number	2025.26.01
Issued	16 October 2025
Anticipated latest issue of addendum	30 October 2025
Closing Time and Date	31 October 2025 at 4:00 p.m.
Closing Location	Bidders shall submit quotations as explained in sections 2 and 3
Contact Person	Nathalie Hipkins, CAO rvtobinlake@sasktel.net