Hornepayne Housing Corporation
Request for Tender

Snow Removal and Winter Maintenance Services
Parkview Apartments

Hornepayne, Ontario

RFT No. 2026-06

Closing: November 6th, 2026

INVITATION

SNOW REMOVAL AND WINTER MAINTENANCE SERVICES
PARKVIEW APARTMENTS
REQUEST FOR TENDER
RFT No: 2026-06

HHC invites qualified contractors to submit a tender to provide dependable snow removal and winter maintenance services at Parkview Apartments. The building is occupied year-round. Contractors must maintain safe access for residents, visitors, deliveries and emergency responders. Tenders marked ***"RFT No. 2026-06 – Snow Removal and Winter Maintenance Services"*** in the subject line may be electronically submitted to:

admin@hornepaynehousingcorp.ca

and must be received no later than:

November 6th, 2026

Tenders will be opened in accordance with the Hornepayne Housing Corporation Procurement Policy.

Documents related to this Request for Tender are available at the HHC's website:

www.hornepaynehousingcorp.ca

Questions regarding this Tender must be directed, in writing, to the Executive Director at:

admin@hornepaynehousingcorp.ca

Include ***"RFT No. 2026-06 – Snow Removal and Winter Maintenance Services"*** in the email subject line.

The lowest or any Tender will not necessarily be accepted. The HHC reserves the right to accept or reject any or all Tenders, to waive informalities, and to select the Tender that, in its sole discretion, is in the best interest of the Corporation.

1. General Scope

The successful contractor will supply all labour, equipment, fuel, materials and supervision required for services described below:

- Monitor weather conditions and initiate routine snow clearing without requiring direction from HHC.
- Clear snow from designated vehicle access areas, parking stalls and drive aisles without blocking parked vehicles, accessible parking, fire routes, loading access or emergency response routes.
- Apply sand and/or approved de-icing materials to designated high-risk icy surfaces when conditions warrant.
- Remove or relocate snowbanks when necessary to preserve sightlines, drainage, access and parking capacity.
- Avoid piling snow against doors, vents, utilities, structures, fire equipment or adjacent properties. Repair damage caused by the contractor to curbs, lawns, asphalt and fixtures.
- Provide additional service following drifting, freezing rain, thaw/refreeze events and municipal plowing that obstructs property access, as agreed in the Service and Response Standards.

2. Service Response Standards and Response

The successful Contractor shall provide snow removal and winter maintenance services seven (7) days per week, including weekends and statutory holidays, in accordance with the following minimum requirements. Work shall be coordinated to minimize disruption to residents, and any blocked or unsafe area must be reported to HHC promptly. HHC may request call-out service outside routine clearing.

Weather Event/Service	Required Response
Snow accumulation of 5 cm or greater	Commence clearing within 4 hours of reaching the threshold
Heavy or Continuous Snowfall	Maintain emergency access as necessary throughout the event and complete clearing within 6 hours after snowfall ends
Freezing rain or hazardous ice conditions	Respond within two hours of rain or notification of hazard
Snow deposited by municipal plowing	Clear within 4 hours of notification
Snowbanks obstructing sightlines, parking or access	Address within 24 hours of notification
Additional non-emergency service requests	Respond within 6 hours, within regular business hours unless otherwise agreed

3. Contractor Requirements

Provide evidence of commercial general liability insurance (suggested minimum: $2 million per occurrence, subject to HHC approval), WSIB clearance or an applicable exemption, appropriate licensing and vehicle coverage, trained operators, and an equipment/backup plan. Contractor must comply with applicable occupational health and safety requirements and promptly report incidents, damage and hazards.

4. Contract Term and Optional Renewals

The initial term covers the 2026–2027 winter season. At HHC's option, the agreement may be renewed for the 2027–2028 and 2028–2029 winter seasons. Bidders shall provide firm season-specific prices for all three seasons in Appendix 3. HHC commits only to the initial term at award.

Each renewal requires satisfactory performance, available approved funds, and Board approval by resolution with a written explanation of why renewal is in the Corporation's best interest, in accordance with *Section 6.1 of HHC's Procurement Policy.*

5. Performance and Compliance

HHC reserves the right to monitor and evaluate the Contractor's performance throughout the contract term.

Where services do not meet the established standards, HHC may require corrective action within a reasonable period appropriate to the nature and urgency of the deficiency.

Repeated failure to meet contractual requirements may result in termination of the contract in accordance with its terms.

Where an immediate safety concern exists and the Contractor fails to respond within the required timeframe, HHC may arrange alternative services to address the hazard, subject to the applicable provisions of the contract.

6. Pricing Schedule

Complete *Appendix 3 – Tender Submission Form Section 3 - Pricing Schedule*. The seasonal base price must include unlimited routine clearing visits whenever the defined trigger is met, and routine ice-control. If any component is excluded, identify that exclusion and its price clearly. Extra work is payable only when authorized by HHC in writing in advance, except for urgent life-safety action expressly permitted by the written agreement.

7. Tender Submission

Bidders shall submit the following documents, filled out and signed by an authorized representative of the Bidder where necessary:

☐ Appendix 1 – Form of Tender
☐ Appendix 2 – Statutory Declaration
☐ Appendix 3 - Tender Submission Form including:

- Completed Pricing Schedule tables;
- Description of available equipment, backup arrangements and relevant experience;
- Insurance and WSIB information, or confirmation of the ability to provide required documentation prior to the commencement of services;
- Two relevant references, where available.

All submissions must be sent electronically to:

admin@hornepaynehousingcorp.ca

Include ***"RFT No. 2026-06 – Snow Removal and Winter Maintenance Services"*** in the email subject line.

Questions and requests for a site visit must be sent to Katherine Lewis at admin@hornepaynehousingcorp.ca by November 3rd, 2026. Quotes must remain valid for [30] days.

8. Evaluation and Award

HHC will consider total cost, service reliability, ability to maintain safe access, equipment, experience, references, and proposed exceptions. The lowest-priced quotation will not necessarily be selected. HHC may clarify submissions, negotiate scope, reject any or all tenders, or cancel this RFT without awarding a contract. No work may begin until HHC issues written authorization, and the parties sign an agreement.

9. Contract Administration

The contractor will maintain dated service logs identifying visits, conditions, materials applied and any hazards or incidents; logs must be available to HHC upon request. Invoices shall identify the service period and approved extras. Payment terms, termination provisions, indemnification and insurance certificate wording will be finalized in the written agreement.

Appendix 1 – Form of Tender

Hornepayne Housing Corporation
RFT No. 2026-06
Snow Removal and Winter Maintenance Services
Parkview Apartments – Hornepayne, Ontario

The Bidder acknowledges and agrees:

1. The undersigned Bidder, having carefully examined the RFT Documents, hereby proposes and offers:

- to render all services and provide all things necessary (where applicable) to perform same;
- to fully, properly, diligently and in good faith, undertake, perform, and complete all the Bidder's (and upon any award of the Contract, those of the Successful Contractor's) duties, obligations and responsibilities under the Contract Documents.

Receipt of the RFT Documents from the Hornepayne Housing Corporation is hereby acknowledged.

The Total Contract Price is submitted in the Pricing Schedule. It is understood that HST is in addition to the Total Contract Price.

2. Addenda

I/We have made necessary inquiries with respect to Addenda issued by the HHC and have ensured that we have received, examined and provided for all Addenda to the Request for Tender in the Quote.

3. Commencement and Completion

If awarded the Contract, I/We, the Bidder, agree to commence and complete work as per the Contract documents. I/We undertake that:

- I/We will provide all necessary documents required as set forth prior to the commencement of this tender.

4. Contract

No binding contract shall arise from the submission or evaluation of a tender, or from notification that a Bidder has been selected. A binding agreement shall only come into effect upon execution of a written contract by authorized representatives of both Hornepayne Housing Corporation and the successful Bidder.

5. Execution

If this Tender is accepted by the HHC and the HHC proceeds with internal approvals for the award of the Contract, then I/We will provide required proof of insurance, WSIB clearance certificate as required by the Contract Documents, and any other document identified in the award letter as being required by the HHC prior to commencement, within 10 business days after the HHC has issued its award letter or within such longer time period as the HHC may specify.

6. Additional Work

I/We also agree that if this Proposal is accepted, I/We shall execute whatever additional or extra work that may be required, in accordance with the RFT Documents.

7. Time Open for Acceptance

This offer is irrevocable and is to continue open to acceptance by the HHC for the time period specified in the RFT after the date and time set for Closing (submission) of Tenders. The HHC may, at any time within the Open for Acceptance Period, accept this Tender whether or not any other Tender has been previously been accepted, upon notice of acceptance in writing to Me/Us personally delivered or mailed to Me/Us by ordinary prepaid mail to the address provided in this Proposal submission and any notice so mailed shall be deemed to have been received on the date of mailing thereof and any notice so delivered shall be deemed to have been received on the date the notice is so delivered.

8. Occupational Health and Safety

I/We understand and agree that the Work must be conducted in a safe manner. Accordingly, I/We confirm that I/We and all Sub-Consultants used on the Work for the HHC will comply with all applicable laws, regulations and by-laws of Canada, the Province of Ontario and the Township of Hornepayne, including but not limited to the Occupational Health and Safety Act, and all applicable regulations thereunder. Further, without limiting any of the foregoing, I/We confirm that I/We have both a written Occupational Health and Safety Policy and Program to implement, and that all of our employees, Sub-Consultants and any other persons performing the Work are appropriately trained, licensed and certified, as required to perform the Work.

9. No Collusion / Conflict of Interest

I/We hereby declare that no person, firm or corporation other than Me/Us has any interest in this Tender or in the proposed Contract(s) for which this Tender is made. I/We further declare that this Tender is made without any connection to, comparison of figures, arrangements with or knowledge of any other corporation, firm or persons making a Proposal for the same work and is in all respects fair and without fraud or collusion. I/We declare that no member of the Hornepayne Housing Corporation, and no Officer, employee or agent of the Hornepayne Housing Corporation has, or will have, an interest, indirectly or directly, as a contracting party, partner, shareholder, surety or otherwise in the performance of the Contract(s), or in the supply, work or business to which they relate or in any portion of the profits thereof, or in any of the monies to be derived there from.

10. Interpretation

I/We confirm that I/We have received no oral communication, representation, information, instruction or advice (collectively referred to as "representation") from any Officer, employee, agent, or any other person acting on the behalf of, or at the direction of, the HHC which in any way amends or modifies the content of this Request for Tender, and Addenda thereto, or any performance of Services, works, obligations or responsibilities or the exercise of any rights thereunder or with respect thereto. I/We specifically release and waive any right and claim I/We may have to a claim for negligence, misrepresentation, misstatement or otherwise for any oral communication or representation whatsoever. I/We represent that I/We have not been induced by any oral communications or representation whatsoever to submit this offer and acknowledge that the HHC is relying on the representations and waiver made by us herein. I/We further acknowledge that I/We have carefully reviewed, understand and agree to the communication provisions of the Instructions to Bidders.

I/We acknowledge and agree that I/We have not assumed that any information concerning our operations, business or personnel or any other information required to be provided by Me/Us when submitting our Tender is known to the HHC, regardless of whether such information may be actually previously known to the Township or not. Further, I/We acknowledge and agree that all information to be provided by Me/Us is to be complete and full in such detail as required.

11. Compliance with Township of Hornepayne By-Laws

I/We declare that I/We are in compliance with all municipal by-laws as they pertain to the Township of Hornepayne in respect of the operation of My/Our business and in respect of the Work described in the Request for Proposals. I/We understand and agree that if this statement is untrue or incorrect, the Hornepayne Housing Corporation shall be entitled at

its sole discretion to reject this Tender, or if such untruth or incorrectness comes to light after this Tender is accepted, to terminate or refuse to enter into it, as applicable, any Contract and to pursue any other legal recourse the HHC deems appropriate, and that such untruth or incorrectness shall be a default under the Contract.

12. Procurement Policy

In submitting a Tender in response to the RFT, I/We agree and acknowledge that I/We have read, and will be bound by, the Terms and Conditions of the HHC's Procurement Policy. I/We understand that the HHC's Procurement Policy can be viewed on the HHC's website at:

www.hornepaynehousingcorp.ca

13. Declaration

☐ I/WE agree to be bound by the terms and conditions and have authority to submit this Tender on behalf of the Bidder.

Except with the prior express written consent of the HHC, prior to submitting this Tender, vendors are required to notify the HHC in writing, of any potential Conflict of Interest that may arise prior to the award of any contract and fully disclose any details thereof. Failure on the part of a vendor to declare a Conflict of Interest to the HHC and to obtain the HHC's prior express written consent to waive the conflict of interest shall result in the vendor being ineligible to submit and shall for a basis for rejection of a Tender submitted to the HHC.

Do you have a potential Conflict of Interest?

☐ Yes
☐ No

The Bidder acknowledges and agrees that the addendum/addenda listed below form part of the Proposal Document (please list Addenda or N/A if no addenda were issued)

_____
_____
_____
_____

Dated at_____ this ___ day of _____, 20___.

_____
(Signature of Authorized signing agent for the Bidder)

_____ _____
Printed Name *Title*

_____ _____
Email *Phone Number*

Appendix 2 - Statutory Declaration

Hornepayne Housing Corporation
RFT No. 2026-06
Snow Removal and Winter Maintenance Services
Parkview Apartments – Hornepayne, Ontario

In submitting this Tender, I/We, on behalf of _____

Legal Name of Company

certify the following:

a. I/We have a Health and Safety Policy and will maintain a program to implement such policy as required by clause 25(2) (j) the Occupational Health and Safety Act, R.S.O. 1990, c.O.1, as amended, (the "OHSA").

b. With respect to the services being offered in this proposal, I/We and our proposed subcontractors, acknowledge the responsibility to, and shall:

- fulfill all "employer" obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations;
- ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
- provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.

c. I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at_____ this ___ day of _____, 20___.

_____

(Signature of Authorized signing agent for the Bidder)

_____ _____

Printed Name *Title*

Appendix 3 – Tender Submission Form

Hornepayne Housing Corporation
RFT No. 2026-06
Snow Removal and Winter Maintenance Services
Parkview Apartments – Hornepayne, Ontario

1. Bidder Information

Legal Business Name:			
Operating Name (if different):		HST Number:	

Business Address:		Postal Code	
Primary Contact:		Position/Title	
Telephone Number:		Email:	
24 Hour Emergency Contact		24 Hour Emergency Number	

2. Pricing Instructions

Bidders shall provide pricing for the initial 2026–2027 winter season and two optional one-year renewal periods (2027–2028 and 2028–2029).

All prices shall be quoted in Canadian dollars (CAD), excluding HST.

Tender prices shall include all labour, equipment, fuel, materials, transportation, supervision and other expenses necessary to perform the services specified in the RFT documents, unless otherwise identified.

The seasonal fixed price shall include all routine snow clearing, including multiple visits during continuous snowfall events, final clearing following snowfall and services required to meet the established response times.

Bidders shall clearly identify any exclusions, additional charges or minimum call-out fees.

3. Schedule of Tender Prices

SEASONAL FIXED PRICING			
Description	**2026-2027**	**2027-2028**	**2028-2029**
Seasonal snow removal, including snow hauling and removal and snowbank relocation – fixed price	$	$	$
Seasonal sanding and ice control – fixed price	$	$	$
Total Seasonal Fixed Price	**$**	**$**	**$**
Total Evaluated Tender Amount (three seasonal fixed prices)			**$**

ADDITIONAL PRICING INFORMATION			
Description	2026-2027	2027-2028	2028-2029
Additional scheduled snow clearing outside the contracted scope (per visit)	$	$	$
Emergency call-out outside the contracted scope (per occurrence)	$	$	$

The Bidder shall identify any additional fees, exclusions or conditions applicable to the tendered prices (if applicable):

4. Contract Renewal

The contract shall be awarded for the initial 2026–2027 winter season, with two optional one-year renewals.

Pricing submitted for each optional renewal period shall remain fixed for that respective season.

Renewal options shall be exercised at the discretion of Hornepayne Housing Corporation, subject to satisfactory contractor performance, budget availability and Board approval in accordance with HHC's Procurement Policy.

5. Bidder Declaration

The undersigned confirms that the pricing submitted is complete and accurate and acknowledges that all services outlined in the RFT documents are included unless expressly identified as exclusions.

Business Name: _____

Authorized Representative: _____

Signature: _____

Date: _____