



Request for Quotes

Winter Maintenance

August 20, 2024

General

This Request for Quotes is an invitation to prospective contractors to provide written quotes to undertake winter maintenance.

1.0 Introduction

The Ganaraska Region Conservation Authority (GRCA) has two facilities that require winter maintenance from November 1, 2024, to April 30, 2025, with the potential of four (4) twelve (12) month extensions. Winter maintenance includes, but is not limited to snow plowing, de-icing and snow removal for all parking lots, driveways and facility roads.

2.0 Location of Work

- 2216 County Road 28, Port Hope (GRCA Administrative Office). Consisting of a paved parking lot and driveway. (Schedule A)
- 10585 Cold Springs Camp Road, Campbellcroft (Ganaraska Forest Centre). Consisting of a sand/aggregate parking lot, driveway and service roads. (Schedule B)

3.0 Scope of Work - Summary

- Snow clearing services commencing without call upon the accumulation of five centimeters (5 cm) or more of snow occurring on any day of the week including Saturday, Sunday, and Holidays.
- The Ganaraska Administrative Office will be cleared following an overnight snowfall by 8:00 a.m. and a daytime snowfall no later than 4:00 p.m.
- The Ganaraska Forest Centre will be cleared following an overnight snowfall by 7:30 a.m. and a daytime snowfall no later than 1:00 p.m.
- It is understood that in cases of continuous snowfall or multiple snowfalls that start close to morning (between 5:00 a.m. and 7:00 a.m.) snow cannot be completely cleaned until a reasonable time after the snow has stopped – generally 5 to 6 hours. In most cases the Contractor will be able to keep all roads passable for vehicular or pedestrian traffic.
- It is understood that Cold Springs Camp Road may not be traversable during certain snowfall events. If this occurs, the contractor is to notify the Conservation Lands Coordinator immediately.
- To snow plow at the Ganaraska Administrative Office all parking areas, driveways, access to doors of the Ganaraska Millenium Building, garage and

entry door of Ganaraska Administrative Building, and access to storage bins (see Schedule A)

- To snow plow at the Ganaraska Forest Centre all parking areas, driveways, access to fire hydrants (10 foot clearance on either side), propane tank entrances, waste bins, payment kiosks, and emergency fire access routes (see Schedule B).
- Sanding with a salt/sand mix of parking lots will be performed without request when dangerously icy conditions are present and/or by request from the General Superintendent (for 2216 County Road 28), the Forest Centre Technician (for 10585 Cold Springs Camp Road), or the Conservation Lands Coordinator (for both sites). Only sand/salt mix is to be used at the Ganaraska Forest Centre.
- Snow stockpiling areas will not occur in areas identified in schedules A and B.
- Visibility must be maintained at entrances, sidewalks and around corners to allow for proper sightlines for vehicle and pedestrian traffic.
- Prior to the start of the Winter Maintenance contract, the contractor must meet and walk the grounds, review the contract terms and conditions, scope of work, site-specific details, and any other pertinent information with GRCA staff.
- On completion of the snow clearing season the contractor and GRCA staff will review the pre-season inspection and inspect the work sites to determine whether any damage was caused.

4.0 Special Considerations

4.1 Contractor Requirements

- Registered business with proven winter maintenance experience. References recommended.
- Able to provide staffing to meet timelines for winter maintenance.
- Adhere to all applicable health and safety standards, as well as federal and provincial legislation.
- Ensure that their employees or any subcontractors are fully qualified, trained and aware of their responsibilities while working with GRCA.

4.2 Site Description

- Schedule A shows the locations of where winter maintenance is to occur at the GRCA Administration Office and where snow is not to be piled.
- Schedule B shows the locations of where winter maintenance is to occur at the Ganaraska Forest Centre and where snow is not to be piled.

4.3 Winter Maintenance Service Agreement

- A draft of the Winter Maintenance Service Agreement is found as an attachment. It contains all the details in addition to the information found within the request for quotes.

5.0 General Quote Submission Requirements

A single document (“the quote”) shall be submitted that includes the following information:

- Details of the proposed tasks, approach and methodology, if differing from specifications.
- Detail on how local weather and site conditions will be monitored to determine if response is required.
- Contact person and phone number.
- Sub-contractor (if any) to be used and their role.
- Costing per facility per task with HST itemized separately.
- A valid Workplace Safety and Insurance Board (WSIB) Certificate of Clearance or WSIB independent contractor form.
- Proof of insurance (\$5-million liability) to the satisfaction of the Ganaraska Region Conservation Authority.

The total document proposal length shall be a maximum of four pages (not including pictures). It is the contractor’s responsibility to ensure that the entire scope of work, as described in this document, is included in the quote.

Quote submissions are to be emailed as a single PDF less than 10MB to Pam Lancaster, Conservation Lands Coordinator at plancaster@grca.on.ca.

6.0 Payment

- Payment is triggered by receipt of a monthly invoice.

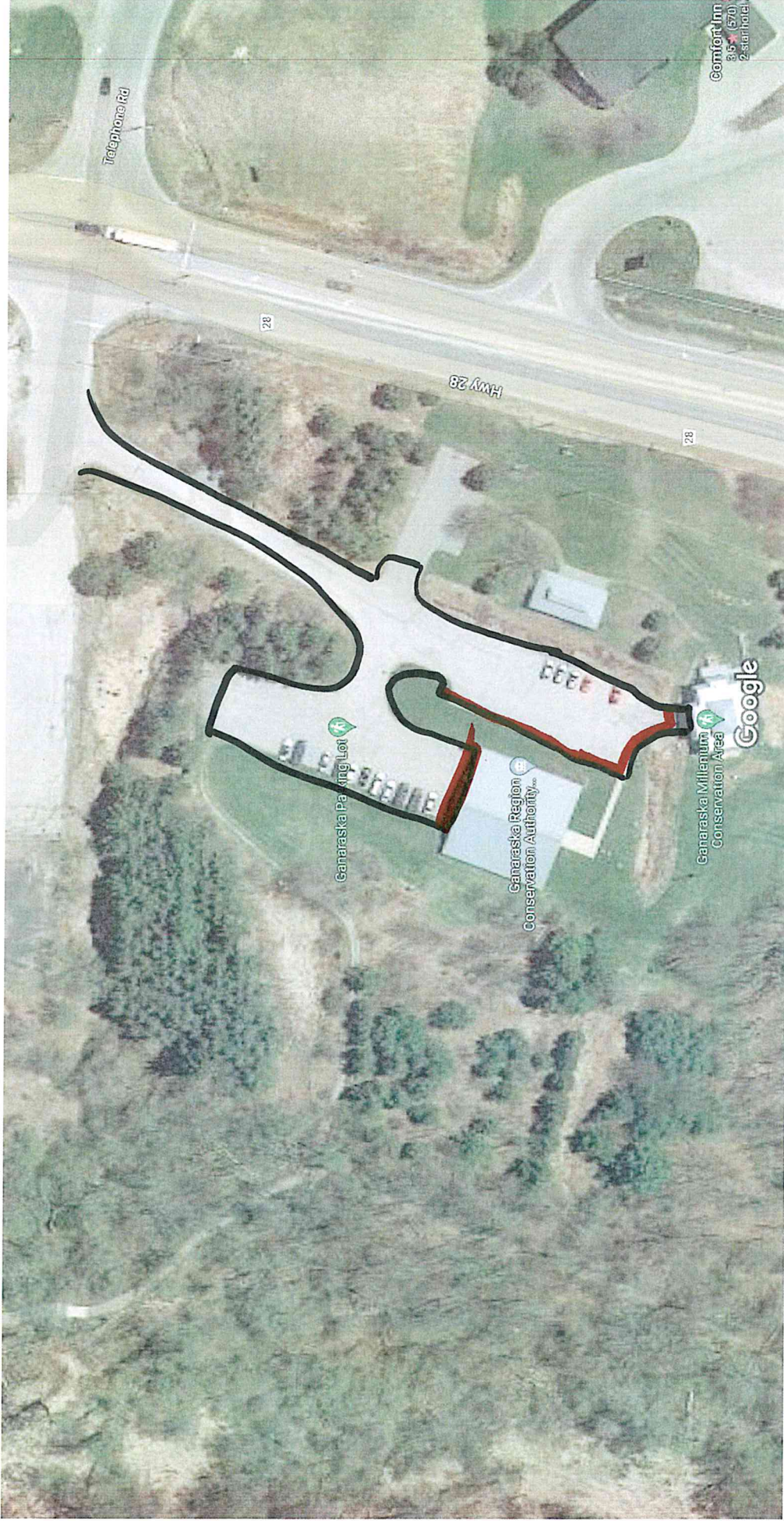
7.0 Quote Schedule

<u>Quote Due:</u>	<u>Friday, September 20, 2024</u>
<u>Tentative Award Date:</u>	<u>Tuesday, October 1, 2024</u>

8.0 Project Contact:

Ms. Pam Lancaster, B.Sc.
Conservation Lands Coordinator
Ganaraska Region Conservation Authority
2216 County Road 28
Port Hope, ON L1A 3V8
905-885-8173 x 322
plancaster@grca.on.ca

2216 County Road 26



Imagery ©2023 CNES / Airbus, Maxar Technologies, Map data ©2023 20 m

Paved


 Snow removed


 no stock pile

10585 Cold Springs Camp Road



Imagery ©2023 Airbus, CNES / Airbus, First Base Solutions, Maxar Technologies, Map data ©2023 20 m

Gravel/sand

no stek pile

Snow removal

Winter Maintenance Service Agreement

_____ (the "Contractor") and
Ganaraska Region Conservation Owner (the "Owner") by this
Agreement made this ___ day of ___, 2024 agree to the following:

Definitions

Snow Clearing involves moving snow from the Snow Clearing Areas to the Snow Stockpiling Areas through plowing.

Snow Clearing Areas are those areas upon which snow clearing is to occur.

Snow Stockpiling Areas are those areas to be determined at the discretion of the Owner and the Contractor where cleared snow will be accumulated (see schedule A and B).

Pushbacks of snow require the use of a front-end loader to "push back" already cleared snow from the curb lines of the premises, or to "stack" snow higher around curb lines or in the Snow Stockpiling Areas.

Snow Relocation involves relocating snow from the perimeter of the Snow Clearing Areas or the Snow Stockpiling Areas to another location on the property.

Snow Removal involves relocating snow from the perimeter of the Snow Clearing Areas or Snow Stockpiling Areas to a location outside the property.

Scope of Contract

The Owner agrees to enter into an agreement with the Contractor who will provide Winter Maintenance Services at:

- 2216 County Road 28, Port Hope (Ganaraska Administrative Office)
- 10585 Cold Springs Camp Road, Campbellcroft (Ganaraska Forest Centre)

The term of the contract will begin November 1 ending on April 30.

Winter Maintenance Specifications

- Snow clearing services commencing without call upon the accumulation of five centimeters (5 cm) or more of snow occurring on any day of the week including Saturday, Sunday, and Holidays.
- The Ganaraska Administrative Office will be cleared following an overnight snowfall by 8:00 a.m. and a daytime snowfall no later than 4:00 p.m.
- The Ganaraska Forest Centre will be cleared following an overnight snowfall by 7:30 a.m. and a daytime snowfall no later than 1:00 p.m.
- It is understood that in cases of continuous snowfall or multiple snowfalls that start close to morning (between 5:00 a.m. and 7:00 a.m.) snow cannot be completely

cleaned until a reasonable time after the snow has stopped – generally 5 to 6 hours. In most cases the Contractor will be able to keep all roads passable for vehicular or pedestrian traffic.

- It is understood that Cold Springs Camp Road may not be traversable during certain snowfall events. If this occurs, the contractor is to notify the Conservation Lands Coordinator immediately.
- To snow plow at the Ganaraska Administrative Office all parking areas, driveways, access to doors of the Ganaraska Millenium Building, garage and entry door of Ganaraska Administrative Building, and access to storage bins (see schedule A)
- To snow plow at the Ganaraska Forest Centre all parking areas, driveways, access to fire hydrants (10 foot clearance on either side), propane tank entrances, waste bins, payment kiosks, and emergency fire access routes (see schedule B).
- Sanding with a salt/sand mix of parking lots will be performed without request when dangerously icy conditions are present and/or by request from the General Superintendent (for 2216 County Road 28), the Forest Centre Technician (for 10585 Cold Springs Camp Road), or the Conservation Lands Coordinator (for both sites).
- Snow stockpiling areas will not occur in areas identified in schedules A and B.
- Visibility must be maintained at entrances, sidewalks and around corners to allow for proper sightlines for vehicle and pedestrian traffic.
- Prior to the start of the Winter Maintenance contract, the contractor and operators must meet and walk the grounds, review the contract terms and conditions, scope of work, site-specific details, and any other pertinent information with GRCA staff.
- On completion of the snow clearing season the contractor and GRCA staff will review the pre-season inspection and inspect the work sites to determine whether any damage was caused.

Extra Winter Maintenance Specifications

Pushbacks of snow require the use of a front-end loader to “push back” already cleared snow from the curb lines of the premises, or to “stack” snow higher around curb lines or in the Snow Stockpiling Areas. Pushbacks are not included in the contract price and must be requested by the Owner. Pushbacks will be billed as an extra cost to Owner at an agreed upon price.

Snow relocation involves relocating snow from the perimeter of the Snow Clearing Areas or the Snow Stockpiling Areas to another location on the property. Snow Relocation is not included in the contract price and must be requested by the Owner. Snow Relocation will be billed as an extra to the Owner at an agreed upon price.

Snow removal involves relocating snow from the perimeter of the Snow Clearing Areas or Snow Stockpiling Areas to a location outside the property. Snow Removal is not included in the contract price and must be requested by the Owner. Snow removal will be billed as an extra cost to Owner at an agreed upon price.

Terms and Conditions

Performance and Termination

If, through any cause, the Contractor should fail to fulfill in a timely and proper manner the obligations agreed to, the Owner shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.

In the event that any person employed by the Contractor in connection with the work arising out of this contract gives, in the opinion of the Owner, just cause for complaints, the Contractor, upon notification by the Owner in writing, shall not permit such person to continue to provide services for the duration of this contract.

Property Damage

The Contractor shall be liable for and required to repair or replace any damages to buildings, trees, shrubs, grass areas, fences, curbs, etc., which are directly attributable to the performance of the Contractor's personnel or the equipment used by the Contractor in the service performance. The Contractor shall flag or mark sensitive areas to minimize damage. Also, the Contractor should walk through properties to service with GRCA Representative to allow for site inspection before commencement of contract and at the end to determine the condition of the site after the completion of the contract. The Contractor shall only take direction from GRCA designates for snowplowing, sanding and salting.

At the Ganaraska Forest Centre, it is the responsibility of the Contractor to remove gravel that has been deposited onto grassed areas and gardens from winter maintenance, and to an acceptable condition by the Owner.

Recording and Invoicing

On completion of each snow clearing and/or sanding, the Contractor/operator shall record the operator's name, site location, date and time; quantities and other pertinent details on a work slip and submit these on the invoice for payment.

An invoice shall be submitted to the Owner before the 10th of each month for services performed in the previous month. Year end invoices must be submitted before the 10th of January.

General Conditions

The Contractor covenants and agrees to indemnify the Owner from all claims, damages and costs, imposed upon the Owner in respect of, or arising out of the Contractor activities on the said lands, in respect of any accident, damage or injury to any person or persons arising out of negligence by the Contractor. During the currency of this Agreement, each

Party agrees to arrange and maintain appropriate general liability insurance coverage with respect to these lands.

The Contractor shall provide the Owner with proof of \$5 Million insurance in the form of valid certificates of insurance that reference this Agreement and confirm the required coverage, before the execution of the Agreement by the Owner, and renewal replacements on or before the expiry of such insurance. The Contractor shall ensure that any contractor or subcontractor shall also obtain all the necessary and appropriate insurance that a prudent person in the business of the Contractor would maintain, and that the Owner is named as additional insureds with respect to any liability arising in the course of performance of the contractor's obligations under the contract for the provision of the contracted services.

If the Contractor or any of its subcontractors is subject to the Workplace Safety and Insurance Act ("WSIA"), it shall submit a valid clearance certificate of WSIB coverage to the Owner prior to the execution of the Agreement. In addition, the Contractor shall, from time to time at the request of the Owner, provide additional WSIB clearance certificates. The Contractor covenants and agrees to pay when due, and to ensure that each of its subcontractors pays when due, all amounts required to be paid by it/its contractors, from time to time during the Term, under the WSIB, failing which the Owner shall have the right, in addition to and not in substitution for any other right it may have pursuant to the Agreement or otherwise at law or in equity, to pay to the Workplace Safety and Insurance Board any amount due pursuant to the WSIB and unpaid by the Contractor or its subcontractors and to charge back such amount to the Contractor or its subcontractor together with all costs incurred by the Owner in connection therewith.

Timelines and Fees

This contract shall be for the 2024/2025 winter season, commencing on November 1, 2024, and terminating on April 30, 2025. A renewal or extension of the contract is possible by the written agreement of both parties.

Fees will be as follows:

This Section is TBD

I have read and understand the specifications of this contract and agree to the stipulated conditions.

Dated this ___ day of _____, 2024.