

Request for Tender Snow Removal

Housing-RFT-01

Issue Date: September 8th, 2026

Due Date: September 25th, 2026 at 2:00 pm

COMMUNICATIONS NOTICE

All questions related to this Request for Tender (RFT) or to clarification of the Bid shall be submitted via email.

The CDSB reserves the right to extend the deadline for questions regarding this RFT, if required.

Written answers or clarifications to substantive issues shall be shared with all Bidders and issued as part of the RFT in the form of an Addendum. All Bidders are advised that any Addenda issued will only be sent via email to Bidders that have registered with the CDSB by emailing a completed Form 2: Proponent Contact Information to:

procurement@cdsb.care

It is each Bidder's sole responsibility to verify with CDSB for all issued Addenda related to this Request for Tender.

TENDER NOTICE

Only electronic bid submissions shall be accepted and received through the Bidding System by the closing date and time stated above.

There is no public opening for this Request for Tenders.

1.0 SCOPE OF WORK

Tender to Provide Snow removal at different locations.

2.0 CONTRACT REQUIREMENTS

Bidders are advised of the following contract requirements for this Request for Tenders:

3.0 Bid Security

There is no bid security, performance security or Labour and material payment security required for this Request for Tenders.

4.0 SITE MEETINGS

There are no scheduled site meetings for this Request for Tenders.

5.0 TO OBTAIN DOCUMENTS

6.0 Preview and Supply of Request for Tenders Documents

A complete set of Request for Tenders documents may be viewed on Bids and Tenders.

7.0 Accommodations for Bidders with Disabilities

In accordance with the Ontario Human Rights Code, the Ontario Disability Employment Supports Act, 2001 (ODESA) and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the City of Timmins will accommodate bidders with disabilities, ensuring full and equitable participation throughout the bid process.

If a Bidder requires this Request for Tenders in a different format to accommodate a disability, the Bidder must contact procurement@cdsb.care as soon as possible and in any event prior to the closing date. The Request for Tenders in the different format will be issued only to the requesting Bidder, and all Addenda will be issued in such different format only to the requesting Bidder.

Introduction

The Cochrane District Services Board (CDSB) is inviting tenders from qualified contractors to provide snow removal services. Through this Request for Tender, CDSB intends to select a snow removal contractor for the anticipated contract period of November 1, 2026, to March 31, 2029.

The terms and conditions for this RFT are set out in Appendix A. By submitting a tender, the Bidder accepts all terms and conditions in Appendix A, as well as any addenda issued by CDSB.

Through this RFT, CDSB reserves the right, in its sole discretion, to invite, review, evaluate, short-list, reject, select, or negotiate with any Bidder, as CDSB considers appropriate. Without limiting this discretion, CDSB may:

- Reject, consider, or short-list any submission, whether it contains all required information;
- Request clarification where a submission is unclear;
- Reject any or all submissions without obligation, compensation, or reimbursement to any Respondent, intended Bidder, or other person associated with this RFT process;
- Disqualify or reject any submission without discussion with the submitting party; and
- Reject any or all submissions that CDSB determines are not in its best interests.

Although CDSB currently intends to proceed with a snow removal contract, it is not obligated to do so. Receipt of any information does not create any obligation for CDSB. CDSB, including its officers, employees, and agents, makes no guarantee that this RFT process will continue or result in a contract.

The following information is provided to assist Bidders in preparing their tenders.

Background Information

CDSB Mission and Vision:

To further develop a District service environment that is responsive to community needs and which values the individuality of its residents.

CDSB Values:

- Respect – Demonstrating respect for clients, staff, and community partners. We will treat each person as we would like to be treated.
- Communication – Communicating effectively with clients, staff, and community partners.
- Growth – Encouraging professional development and individual and team growth.
- Collaboration – Bringing together the interests of all to achieve our common purpose.

CDSB General Information:

Since 1999, the CDSB has been the service delivery agency for several social programs previously administered by the Province of Ontario. CDSB is a corporation established by the Province of Ontario under the District Social Services Administration Boards Act. The CDSB serves the residents of the Cochrane District, an area of approximately 141,269 square kilometres with a population of just over 77,963.

The CDSB is governed by a Board of Directors comprising fourteen (14) members, who are appointed by their respective municipalities or elected in unincorporated areas. The Board provides leadership and oversight of all corporate activities of the CDSB.

The members of the Cochrane District Services Board include 13 cities/towns/municipalities (Black River – Matheson, Cochrane, Fauquier-Strickland, Hearst, Iroquois Falls, Kapuskasing, Mattice – Val Cote, Moonbeam, Moosonee, Opasatika, Smooth Rock Falls, Timmins, Val Rita – Harty) and 6 unincorporated areas within the geographic district of Cochrane.

The CDSB is responsible for planning, designing, managing, delivering, and funding the delivery of:

- Early Learning and Child Care Programming is funded and regulated by the Ministry of Education through the Child Care and Early Years Act.
- Land Ambulance Services are funded and regulated by the Ministry of Health and Long-Term Care through the Ambulance Act.
- Social Housing, Affordable Housing, and Homelessness Prevention initiatives are funded and regulated by the Ministry of Housing through the Housing Services Act.
- Ontario Works Benefits as funded and regulated by the Ministry of Community and Social Services through the Ontario Works Act.
- Employment Ontario services are funded and regulated by the Ministry of Labour, Immigration, Training, and Skills Development.
- Other social service initiatives as required from various Provincial and Federal Government Ministries.

CDSB also collaborates with multiple partners to develop a responsive, flexible, and integrated system of efficient, prevention-oriented human services, supports and solutions across the district.

CDSB is the sole shareholder of the Cochrane District Local Housing Corporation (CDLHC), an entity tasked with developing housing solutions in the district. CDLHC reporting is fully consolidated with CDSB reporting.

As a public service agency, it receives most of its funding from various divisions of the Provincial and Federal Governments. Additional funding is provided by local taxpayers through the Municipal Levy calculation, based on an approved apportionment method. It is payable by each member city, town, or municipality to the CDSB. Revenue is also received from tenant rents in Social Housing and from parent fees in Child Care.

Generally, the public and legislators have high expectations that organizations acting on behalf of the public and using public funds will conduct business properly and prudently, disbursing public funds wisely and with integrity.

Scope of Work and Requirements:**Project Background**

CDSB is seeking tenders from experienced and qualified contractors to provide snow ploughing, snow removal, snow hauling, and salting/sanding services for designated CDSB Housing Services properties within the City of Timmins and South Porcupine on an as-and-when-required basis during the winter season.

The work includes furnishing all Labour, materials, equipment, operators, supervision, insurance, licenses, safety documentation, and reporting necessary to keep specified parking lots, driveways, ramps, walking routes, entrances, and other identified areas clear, safe, and accessible throughout the contract term.

The anticipated contract period is November 1, 2026 to March 31, 2029. Monthly contract rates shall apply from November 1 to March 31 of each contract year. Services requested before or after those dates may be treated as callouts in accordance with the pricing and payment provisions of this RFT.

Scope of Work

The successful Contractor shall provide complete winter maintenance services for the specified CDSB Housing Services properties, including the following:

1. Plough snow from designated parking lots, driveways, entrances, exits, ramps, roads, and other areas identified by CDSB Housing Services or its authorized representative.
2. Clear and maintain main walking routes, sidewalks, pathways, and entrances as specified for each location.
3. Apply salt and/or sand immediately after ploughing, hauling, or when icy conditions are present, with walking routes and entrances treated as a priority.
4. Provide snow hauling and removal where required, including the use of appropriate trucks or equipment to remove accumulated snow from site areas as directed.
5. Commence ploughing no later than two (2) hours after snowfall or drifting reaches approximately two (2) inches, or no later than two (2) hours after notification by CDSB Housing Services.
6. Complete ploughing operations as soon as possible and within four (4) hours after commencement, leaving specified areas bare and clear of snow accumulation.
7. Return to the site within two (2) hours where city ploughing or other operations create snowbanks that obstruct site access.
8. Provide services seven (7) days per week, twenty-four (24) hours per day, including holidays, throughout the winter service period.
9. Supply adequate supervision, trained operators, functional equipment, and local contact information to ensure prompt and efficient service.
10. Repair, at the Contractor's expense, any damage caused by the Contractor's work to property, curbs, guard rails, light standards, sod, equipment, or other site features.

Additional Requirements**Contractor Service Expectations**

- a) The contractor shall possess and maintain all licenses required by law for the operation of a snow ploughing, snow removal, hauling, salting, and sanding business. Copies of required licenses must be provided with the submission.

- b) The contractor must maintain public liability and property damage insurance in an amount not less than \$2,000,000.00 and provide evidence of coverage when requested by CDSB.
- c) The contractor must provide a current Workplace Safety and Insurance Board Certificate when requested and prior to final payment.
- d) The contractor shall provide a local telephone number or point of contact for immediate communication with CDSB Housing Services for the full contract term.
- e) The contractor shall include a list of equipment, equipment operators, subcontractors if applicable, contractor information, and work performance references as part of the quotation package.
- f) The contractor shall complete and submit the required quotation form for each location being bid upon, together with all mandatory appendix forms and supporting documents identified in this RFT.

Key Contractor Requirements

- g) The Contractor shall prioritize safe access throughout each property. The first priority is maintaining the flow of vehicular traffic, including ramps and garage entrances, followed by clearing all remaining specified areas to pavement level.
- h) During extremely heavy snowfall, the Contractor may be required to prioritize more than one property, provided the Contractor immediately returns to the original property to complete the required snow clearing.
- i) Unless otherwise directed by CDSB Housing Services, the Contractor shall complete ploughing, salting/sanding, and clearing before snow becomes compacted.
- j) Where the Contractor attends a site for sanding only due to icy conditions, walking routes and entrances shall be treated first, followed by parking lots.
- k) The Contractor is responsible for keeping all assigned properties clear and safe for CDSB Housing Services personnel, tenants, visitors, and service providers.
- l) If the Contractor fails to plough, salt/sand, or remove snow in accordance with the specifications and to the satisfaction of CDSB Housing Services, CDSB may engage another qualified contractor to complete the work at the Contractor's expense. CDSB will attempt to contact the Contractor before engaging another contractor.
- m) The Contractor shall ensure sufficient equipment, operators, and supervision are available at all times to meet the service standards and response requirements of this RFT.
- n) All work shall be performed by skilled personnel using safe, appropriate, and current industry practices.
- o) The Contractor may be required, upon request by CDSB and where reasonably practicable, to participate in community workforce development and skills transfer opportunities in accordance with this RFT, provided such participation does not interfere with service delivery, timelines, safety obligations, or legislative requirements.

Equipment Specifications

- a) All equipment shall be pneumatically mounted or rubber tracked to avoid site surfaces from being marred, scared, indented or damaged in any manner. Snow blowing equipment is preferred for walkways.
- b) The following equipment is deemed "ideal" for the purposes of this contract.
 - a. Backhoe (Plough and bucket)
 - b. Skid Steer (Smaller areas and walkways)

- c. Snow Blower (Smaller areas and walkways)
- d. Dump Truck (Hauling snow)
- e. Sander unit (Sander on truck)

Representative

- The successful Contractor shall, on the commencement date of the contract, establish a local telephone number within the area that will be a point of instant communication between the Contractor and the CDSSAB – Housing Services. This local point of contact shall remain in force throughout the term of the contract.
- If the established point of contact changes at any time throughout the term of the contract, a new point of contact must be re-established by notifying the CDSSAB – Housing Services immediately.

Pricing Details

Bidders must provide a monthly lump sum price for each location being bid on. The price must be all-inclusive for snow ploughing, salting/sanding, snow removal, hauling, labour, equipment, supervision, travel, and related costs, and must be stated in Canadian funds excluding HST.

- Monthly rates apply from November 1 to March 31 of each contract year.
- Limited attendance months and out-of-season call-outs will be billed using the applicable fraction of the monthly rate.
- Monthly invoices must include the required service schedule showing dates and work performed.

Pricing Scenario Examples

- Example 1 – Regular monthly service: If the monthly quoted rate for a location is \$2,000, the contractor invoices \$2,000 for that month during the regular November 1 to March 31 service period.
- Example 2 – Limited attendance: If the monthly quoted rate is \$2,000 and the contractor attends the property four (4) times in a month, the invoice would be calculated at one-tenth (1/10) of the monthly rate per service day: $\$200 \times 4 = \800 .
- Example 3 – Out-of-season ploughing or salting/sanding: If the monthly quoted rate is \$2,000 and one call-out is required before or after the regular season, the call-out charge would be one-tenth (1/10) of the monthly rate: \$200.
- Example 4 – Out-of-season snow hauling: If the monthly quoted rate is \$2,000 and one hauling call-out is required before or after the regular season, the call-out charge would be one-fifth (1/5) of the monthly rate: \$400.

Contractor Evaluation Criteria

- Submission will be evaluated first for mandatory compliance and then scored based on the contractor's experience, available equipment and staffing capacity, ability to meet service response requirements, references, and pricing.
- Mandatory compliance with all required forms, insurance, WSIB, licenses, and supporting documentation.
- Relevant snow removal experience, past performance, and satisfactory references.
- Sufficient equipment, operators, supervision, and resources to complete the work safely and on time.
- Ability to meet response times, provide 24/7 availability, and maintain reliable communication.
- Reasonableness of monthly lump sum pricing by location.

Evaluation Scoring Details

Evaluation Criteria	Maximum Points	Scoring Summary
Mandatory Compliance	Pass/Fail	Submission includes all required forms, insurance, WSIB, licenses, and supporting documentation. Only compliant submissions proceed to scoring.
Experience and References	25	Relevant snow removal experience, past performance, and satisfactory references for similar work.
Equipment, Operators, and Capacity	25	Availability of suitable equipment, operators, supervision, and resources to complete the work safely and on time.
Service Response and Communication	20	Ability to meet response times, provide 24/7 availability, maintain communication, and support safe site conditions.
Pricing	30	Reasonableness and competitiveness of monthly lump sum pricing by location.
Total Rated Points	100	Total available points excluding mandatory pass/fail compliance.

Contact Person

Michele Saunders, Procurement Coordinator

Email: procurement@cdsb.care

Phone: 705-268-7722 ext. 263

Timetable

The RFT timetable is set forth to establish submission and response timelines. The CDSB reserves the right to change or extend the timetable at any time during this process.

ITEM	DATE	TIME
Issue Date	September 8 th 2026	10:00 am
Deadline for Questions	September 17 th , 2026	11:00 am
Deadline for Issuing Addenda	September 21 st , 2026	11:00 am
Closing Date	September 25 th , 2026	2:00 pm

Submission Instructions

Tenders received at or after 2:01 p.m. EST on the closing date will not be accepted. Bidders are cautioned that the timing of their submission is based on when the tender is received rather than when a Bidder submits it, as transmission can be delayed due to file transfer size, transmission speed, or other technical factors.

- a) Bidders must submit a complete quotation package by the stated submission deadline. Late or incomplete submissions may be rejected.
- b) A separate completed Submission Form must be provided for each location being bid upon.
- c) Quoted prices must be provided as a monthly lump sum rate for each location and must include all labour, material, equipment, operators, supervision, travel, overhead, ploughing, salting/sanding, snow removal, and snow hauling required to perform the work.
- d) Prices must be provided in Canadian funds and must not include HST unless otherwise directed in the pricing form.
- e) Each invoice must include the Snow Ploughing/Sanding/Removal Schedule showing the dates on which ploughing, salting/sanding, and snow removal or hauling services were performed.
- f) Required appendix/forms include Appendix A – Terms, Conditions and Administrative Requirements; Appendix B – Submission Form; Appendix C – Submission for Snow Removal by Locations; Appendix D – List of Equipment; Appendix E – List of Subcontractors; Appendix F – Work Performance References; and Appendix G – RFT Submission Checklist.

3.3 Questions

Bidders should promptly examine all documents comprising this RFT and may direct questions or seek additional information by emailing the Procurement Coordinator on or before the Deadline for Questions. Under no circumstance shall a Bidder direct questions or request additional information from anyone other than the Procurement Representative. CDSB is not obligated to respond to questions or provide additional information;

however, best efforts will be made to respond, and such responses shall be made public and available to all Bidders as an Addendum.

3.4 Addenda

CDSB may issue Addenda during the procurement process until the deadline for issuing Addenda has passed.

Bidders are responsible for obtaining all Addenda issued by CDSB through either www.cdsb.care or through www.bidsandtenders.com. If Addenda are issued after the deadline date, the closing date may be adjusted accordingly.

PRE-CONDITIONS OF AWARD

a. Insurance

Without in any way limiting the liability of the successfully awarded Proponent, the successfully awarded Proponent shall obtain, at its own cost, and maintain in force during the term the following insurance, all satisfactory to CDSB, acting reasonably:

- a) standard automobile, bodily injury and property damage insurance providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property.
- b) a comprehensive general liability insurance policy providing coverage of at least **FIVE MILLION (\$5,000,000.00) DOLLARS** inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - 1) non-owned automobiles.
 - 2) sudden and accidental
 - 3) independent subcontractors.
 - 4) Pollution Liability.
 - 5) contractual liability, including the ensuing Agreement.
 - 6) broad form property damage endorsement; and
 - 7) Products and completed operations coverage.
- c) Errors and omissions coverage for professional services liability with limits of not less than **TWO MILLION (\$2,000,000.00) DOLLARS** per occurrence.
- d) **IF APPLICABLE:** Unmanned Aircraft Systems (UAS/Drone) or Remotely Piloted Aircraft System (RPAS) policy inclusive of third-party bodily injury and property damage insurance providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property. Pilot licensing must be in place and in compliance with all provincial and federal requirements. Proof of pilot licensing may also be requested at the discretion of the CDSB.

- e) Workers' Compensation coverage for all employees, if any, engaged by the Contractor in accordance with the laws of the Province of Ontario; and
- f) such other insurance as the CDSB may from time to time reasonably require.

The successfully awarded Proponent shall ensure that, except for automobile and errors and omissions coverage, all insurance coverage maintained by the successfully awarded Proponent in accordance with this Agreement shall name CDSB and any other party designated by CDSB as an additional insured, contain a severability of interests or cross liability clause, and shall provide that no such insurance policy may be cancelled without the insurer provided no less than thirty (30) days' written notice of such cancellation to CDSB.

The successfully awarded Proponent shall, upon the request of CDSB, furnish written documentation satisfactory to CDSB, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the successfully awarded Proponent as set forth herein shall be borne by the successfully awarded Proponent.

APPENDIX A DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

Definitions

Throughout this Request for Tender, the following definitions apply:

- a) “Addenda” or “addendum” means all additional information regarding this RFT, including amendments to the RFT.
- b) “Contract” means the written agreement resulting from this Request for Tender executed by CDSB and the successful Bidder.
- c) “The CDSB” means the Cochrane District Services Board;
- d) “Must” or “mandatory” means a requirement that must be met for a tender to receive consideration;
- e) “Bidder” means an individual or company that submits, or intends to submit, a tender in response to this Request for Tender;
- f) “Request for Tender” or “RFT” means the process described in this document; and
- g) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Tender.

Terms and Conditions

The following terms and conditions will apply to this RFT. Submission of a tender in response to this RFT indicates acceptance of all terms that follow and that are included in any addenda issued by CDSB. Provisions in tenders that contradict any of the terms of this RFT will be deemed not written and will not exist.

1. Late Tenders

Tenders will be marked with the time of receipt at the closing location. Only complete tenders received and marked before the closing time will be considered received on time. Late tenders will not be accepted and will be returned to the Bidder. In the event of a dispute, the tender receipt time as recorded at the closing location shall prevail.

1. Eligibility

For greater certainty, Bidders shall disclose any actual, perceived, or potential conflicts of interest involving CDSB Board Members, officers, employees, contractors, or affiliated entities.

2. Addendum

Should any addenda be necessary, the information will be posted on the Bids & Tenders website.

3. Subcontractors

A Proponent may not present a proposal that includes the use of subcontractors.

4. Evaluation

Evaluation of tenders will be by a committee formed by CDSB and may include employees and Board Members of CDSB. The same standards of confidentiality will bind all personnel. CDSB intends to enter into a Contract with the Bidder who has the highest overall ranking based upon such an evaluation.

5. Negotiation Delay

If a written Contract cannot be finalized within thirty days of notification of the successful Bidder, CDSB may, at its sole discretion, terminate discussions with that Bidder and either proceed with the next qualified Bidder or terminate the RFT process without entering into a Contract.

7. Changes to / Withdrawals of Tenders

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its tender before the closing date and time. Upon closing time, all tenders become irrevocable. The Bidder shall not change the wording of its tender after closing, and no words or comments shall be added to the tender unless requested by CDSB for clarification. An amendment should be signed by the same individual who signed the original submission or by an authorized signatory. The amendment notice should include the change(s) only and should not be a full resubmission.

8. Bidders' Expenses

Bidders are solely responsible for their own expenses incurred in preparing a tender and for any subsequent discussions with CDSB. If CDSB elects to reject all tenders, CDSB will not be liable to any Bidder for any claims, whether for costs or damages incurred by the Bidder in preparing its tender, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

10. Limitation of Damages

Further to the preceding paragraph, by submitting a tender, the Bidder agrees that it will not claim damages for any reason relating to the Contract or the competitive process in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its tender.

Furthermore, by submitting a tender, the Bidder waives any claim for loss of profits if no Contract is made with the Bidder.

11. Tender Validity

Tenders will be open for acceptance for 90 days after the closing date.

11. Firm Pricing

Prices will be firm for the entire Contract period unless this RFT specifically states otherwise.

12. Currency and Taxes

Currency shall be quoted in Canadian dollars.
All pricing shall be quoted separately from any taxes.

14. Acceptance of Tenders

This RFT should not be construed as an agreement to complete any transaction. The CDSB is not bound to enter into a Contract with the Proponent who submits the lowest pricing proposal, or with any Proponent. Proposals will be assessed against the evaluation criteria. The CDSB will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval by the CDSB of any activity contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

13. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

14. Contract

By submitting a proposal, the Proponent agrees that, should its proposal be successful, the Proponent will enter into a Contract with the CDSB on the terms set out in the proposal.

15. Contract Negotiation and Award

Following the Evaluation Committee's evaluation and recommendation, the CDSB may select one Proponent to enter into negotiations for a Contract.

If negotiations with any Proponent are not successful within such time period as the CDSB may require, the CDSB may at any time after the expiry of such time period discontinue further negotiation with that Proponent by written notice to the Proponent. The CDSB may at any time thereafter commence negotiations with another Proponent to finalize a Contract in accordance with the foregoing process.

The foregoing process may be undertaken and/or repeated until either a Contract or Contracts are awarded by the CDSB, or until the CDSB terminates negotiations.

CDSB reserves the right to negotiate additional services of a similar functional or technological nature from the successful Proponent without further competitive procurements.

16. Insurance

Without restricting the generality of Indemnification, the successful Proponent is required to

maintain, at its own expense, the following insurance coverage for the entire term of the Contract. The Proponent shall provide the CDSB with proof of insurance in the form of a certificate of insurance before the commencement of any work being performed.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way, nor cancelled by the Proponent, until 90 days after written notice by registered mail of such change or cancellation has been delivered to CDSB.

There are to be no lapses in insurance coverage at any time during the contract. Failure by the Proponent to keep its Certificate of Insurance current will result in termination of the contract.

- a) standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property.
- b) a comprehensive general liability insurance policy providing coverage of at least FIVE MILLION (\$5,000,000.00) DOLLARS inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - 1) non-owned automobiles.
 - 2) sudden and accidental
 - 3) independent subcontractors.
 - 4) Pollution Liability.
 - 5) contractual liability, including the ensuing Agreement.
 - 6) broad form property damage endorsement; and
 - 7) Products and completed operations coverage.
- c) Errors and omissions coverage for professional services liability with limits of not less than TWO MILLION (\$2,000,000.00) DOLLARS per occurrence or as such higher limit as CDSB may determine to be appropriate for future operations.
- d) IF APPLICABLE: Unmanned Aircraft Systems (UAS/Drone) or Remotely Piloted Aircraft System (RPAS) policy inclusive of third-party bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property. Pilot licensing must be in place and in compliance with all provincial and federal requirements. Proof of pilot licensing may also be requested at the discretion of the CDSB.
- e) Workers' Compensation coverage for all employees, if any, engaged by the Contractor in accordance with the laws of the Province of Ontario; and
- f) such other insurance as the CDSB may from time to time reasonably require.

The deductible shall not exceed \$100,000 per claim, and if the policy has an aggregate limit, the

aggregate limit shall be double the required per-claim limit.

16. Liability for Errors

While the CDSB has made considerable efforts to ensure the information in this RFT is accurate, it is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the CDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this RFT is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

20. Modification of Terms

The CDSB reserves the right to modify the terms of this RFT at any time in its sole discretion. This includes the right to cancel this RFT at any time before entering into a Contract with the successful Proponent.

21. Ownership of Proposals

Proposals submitted to the CDSB become the property of the CDSB. They will be received and held in confidence by the CDSB.

22. Use of RFT

Any portion of this document or any information supplied by the CDSB in relation to this RFT may not be used or disclosed for any purpose other than for the submission of a Tender. Without limiting the generality of the foregoing, by submitting a Tender, the Proponent agrees to hold in confidence all information supplied by the CDSB in relation to this RFT.

23. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the CDSB, including the evaluation committee and any officials of the CDSB, or with members of the public or the media, about the project described in this RFT or otherwise in respect of the RFT, other than as expressly directed or permitted by the CDSB.

24. No Collusion

Each Proponent, by submitting a proposal, represents and warrants that its Proposal has been prepared without collusion with any other Proponent, and in particular, the elements of its Proposal have been arrived at independently of and without discussion with any other Proponent. The Proponents will refrain from any such collusion or discussion throughout this RFT process.

25. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves with, and ensuring compliance with, the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any sub-contractors. If this RFT requires Proponents to provide the CDSB with personal information of employees who have

been included as resources in response to this RFT, Proponents will ensure that they have obtained written consent from each such employee before forwarding such personal information to the CDSB.

APPENDIX B– SUBMISSION FORM

Proponents should refer to the instructions attached to the solicitation for Appendix B – Submission Form requirements and provide all required information in accordance with the bidding system instructions.

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFT process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

2. Offer

The proponent has carefully examined the RFT documents and has a clear, comprehensive understanding of the Deliverables required. By submitting a proposal, the proponent agrees and consents to the terms, conditions, and provisions of the RFT, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in its proposal.

3. Rates

The proponent has submitted its rates in accordance with the instructions in the RFT. The proponent confirms that it has factored in all provisions of Appendix B, including insurance and indemnity requirements, in its pricing assumptions and calculations.

4. Addenda

The proponent is deemed to have read and accepted all addenda issued by the CDSB before the Deadline for Issuing Addenda.

5. Communication with Competitors

For this RFT, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, that could potentially submit a response to this RFT.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- a) It has prepared its proposal independently from, and without consultation, communication, agreement, or arrangement with any competitor, including, but not limited to, consultation, communication, agreement, or arrangement regarding:
 - i) prices
methods, factors, or formulas used to calculate prices;
 - ii) the quality, quantity, specifications, or delivery particulars of the Deliverables;
 - iii) the intention or decision to submit, or not to submit, a proposal; or
 - iv) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- v) It has not disclosed details of its proposal to any competitor, and it will not disclose details of its proposal to any competitor before the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one or more competitors about this RFT or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFT.

7. Conflict of Interest

This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; AND (b) were employees of the CDSB Board Members, employees or representatives within twelve (12) months before the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- ☐ The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing The contractual obligations contemplated in the RFT.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the CDSB's confidential disclosure of this proposal to the advisers retained to advise or assist with the RFT process, including for the evaluation of this proposal.

6. Proposal Irrevocable

The proponent agrees that its proposal shall be irrevocable for the Irrevocability Period specified in the RFT, running from the moment the Submission Deadline has passed.

10. Execution of Agreement

The proponent agrees that, in the event its proposal is selected by the CDSB, in whole or in part, it will finalize and execute the Agreement in the form set out in Appendix B to this RFT, in accordance with the terms of this RFT.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

APPENDIX C– SUBMISSION FOR SNOW REMOVAL BY LOCATIONS**Location: Sterling Ave. E./Birch St. S./Cedar St. S., City of Timmins (Family Units)**

Please fill out the following form, naming one person to be the proponent's contact for the RFT process and for any clarifications or communication that might be necessary.

Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax	
Liability Ins #	
Expiry Date:	
Workers' Safety & Insurance Board Account No.:	

Bid Price:

Having examined the Documents issued by the CDSB - Housing Services, I/we hereby offer to enter into a Contract to perform the work required by the Bid Documents for the stipulated price of:

_____/DOLALARS (\$) Per month

In Canadian funds, price does not include value-added taxes.

Price includes all Labour, materials, and equipment necessary for the ploughing and removal of snow, and the salting/sanding of parking lots, pathways, and entrances, as specified by the CDSB – Housing Services.

The submission form must be submitted for each location being bid upon

Location: 58 Lakeview Road, South Porcupine (Senior Units)

Please fill out the following form, naming one person to be the proponent's contact for the RFT process and for any clarifications or communication that might be necessary.

Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax	
Liability Ins #	
Expiry Date:	
Workers' Safety & Insurance Board Account No.:	

Bid Price:

Having examined the Documents issued by the CDSB - Housing Services, I/we hereby offer to enter into a Contract to perform the work required by the Bid Documents for the stipulated price of:

_____/DOLALARS (\$ _____) Per month

In Canadian funds, the price does not include value-added taxes.

Price includes all labour, materials, and equipment necessary for the ploughing and removal of snow, and the salting/sanding of parking lots, pathways, and entrances, as specified by the CDSB – Housing Services.

The submission form must be submitted for each location being bid upon

Location: 71 Main Street, South Porcupine

Please fill out the following form, naming one person to be the proponent's contact for the RFT process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax	
Liability Ins #	
Expiry Date:	
Workers' Safety & Insurance Board Account No.:	

Bid Price:

Having examined the Documents issued by the CDSB - Housing Services, I/we hereby offer to enter into a Contract to perform the work required by the Bid Documents for the stipulated price of:

_____ /DOLALARS (\$) Per month

In Canadian funds, price does not include value-added taxes.

Price includes all Labour, materials, and equipment necessary for the ploughing and removal of snow, and the salting/sanding of parking lots, pathways, and entrances, as specified by the CDSB – Housing Services.

A submission form must be submitted for each location being bid upon

Location: (101, 102, 104, and 145), Kenneth Cres, Timmins ON

Please fill out the following form, naming one person to be the proponent's contact for the RFT process and for any clarifications or communication that might be necessary.

Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax	
Liability Ins #	
Expiry Date:	
Workers' Safety & Insurance Board Account No.:	

Bid Price:

Having examined the Documents issued by the CDSB - Housing Services, I/we hereby offer to enter into a Contract to perform the work required by the Bid Documents for the stipulated price of:

_____/DOLALARS (\$ _____) Per month

In Canadian funds, the price does not include value-added taxes.

Price includes all Labour, materials, and equipment necessary for the ploughing and removal of snow, and the salting/sanding of parking lots, pathways, and entrances, as specified by the CDSB – Housing Services.

A submission form must be submitted for each location being bid upon

APPENDIX D - CONTRACTOR INFORMATION

Name of _____

Business Phone Number: _____

Cell Phone Number: _____

Pager

Number: _____

Employee Name

Duties

Licenses

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments: _____

Company Name: _____

Authorized Signature: _____

Date: _____

APPENDIX D- LIST OF EQUIPMENT

The following is the equipment I intend to use for the division or section of the work listed herein:

1. Description: _____

Division or Section of Work: _____

2. Description: _____

Division or Section of Work: _____

3. Description: _____

Division or Section of Work: _____

4. Description: _____

Division or Section of Work: _____

5. Description: _____

Division or Section of Work: _____

6. Description: _____

Division or Section of Work: _____

Company Name: _____

Authorized Signature: _____

Date: _____

APPENDIX E- LIST OF SUBCONTRACTORS

The following are the subcontractors I intend to use for the division or section of the work listed herein:

1. Name: _____

Address: _____

Telephone: _____

Division or Section of Work: _____

2. Name: _____

Address: _____

Telephone: _____

Division or Section of Work: _____

3. Name: _____

Address: _____

Telephone: _____

Division or Section of Work: _____

Company Name: _____

Authorized Signature: _____

Date: _____

APPENDIX F- WORK PERFORMANCE REFERENCES

1. Reference must be from people or companies for whom you have performed work within the last twenty-four (24) months. Work references must be able to provide satisfactory evidence that the contractor has the ability and experience in this class of work. That sufficient capital and plant are available to allow work to be completed expeditiously.
2. If you have done work for the CDSB - Housing Services or any Housing Authority, Co-op or Non-Profit Housing Provider within the past twenty-four (24) months, please use them as one of your references. Failure to do so may be cause for disqualification.

1 **Name:** _____

Address: _____

Telephone No.: _____

2 **Name:** _____

Address: _____

Telephone No.: _____

3 **Name:** _____

Address: _____

Telephone No.: _____

4 **BANK REFERENCE**

Name: _____

Branch: _____

Address: _____

Telephone No.: _____

APPENDIX G – RFT SUBMISSION CHECKLIST

Bidders are encouraged to use this checklist to ensure their tender submission is complete. This checklist is provided for convenience only and does not replace the requirements set out in the RFT. It remains the Bidder's responsibility to review the full RFT and submit all required information, forms, documentation, and pricing by the closing date and time.

Bidder Information

Completed	Requirement
☐	Legal name of Bidder provided.
☐	Business address, telephone numbers, and email address provided.
☐	Primary contact person and title identified.
☐	Local contact number or point of contact for immediate communication provided.

Required Submission Forms

Completed	Requirement
☐	Appendix B – Submission Form completed and signed by an authorized representative.
☐	Appendix C – Submission for Snow Removal by Locations completed for each location being bid on.
☐	Appendix D – List of Equipment completed.
☐	Appendix E – List of Subcontractors completed, or “Not Applicable” stated if no subcontractors will be used.
☐	Appendix F – Work Performance References completed.
☐	Appendix G – RFT Submission Checklist completed.

Pricing Requirements

Completed	Requirement
☐	Monthly lump sum price provided for each location being bid on.
☐	Pricing is stated in Canadian dollars.
☐	HST is excluded unless otherwise directed in the pricing form.
☐	Pricing includes all Labour, materials, equipment, operators, supervision, travel, overhead, ploughing, salting/sanding, snow removal, snow hauling, and all other costs required to perform the work.
☐	Pricing has been reviewed for accuracy and mathematical errors.

Mandatory Documents and Supporting Information

Completed	Requirement
☐	Proof of required licences or confirmation that required licences will be provided upon request or prior to award.
☐	Current insurance certificate or confirmation that required insurance will be provided prior to award.
☐	WSIB clearance certificate or confirmation that WSIB documentation will be provided upon request and prior to final payment.
☐	List of available equipment, including equipment type and intended use.
☐	List of operators, staffing capacity, or confirmation that sufficient trained personnel are available to meet service requirements.
☐	Work performance references for similar snow removal, ploughing, sanding/salting, or hauling services.

Service and Compliance Confirmation

Completed	Requirement
☐	Bidder confirms ability to provide services seven days per week, twenty-four hours per day, including holidays.
☐	Bidder confirms ability to meet the required two-hour response time.
☐	Bidder confirms ability to complete ploughing operations within the required four-hour timeframe.
☐	Bidder confirms ability to return within two hours where city ploughing or other operations create snowbanks that obstruct access.
☐	Bidder confirms ability to provide adequate equipment, operators, supervision, and local communication support.
☐	Bidder confirms it will repair, at its own expense, damage caused by its work.
☐	Bidder confirms all work will be performed using safe, appropriate, and current industry practices.

Addenda and Final Submission Review

Completed	Requirement
☐	Bidder has reviewed all RFT documents.
☐	Bidder has reviewed all issued addenda.
☐	Bidder has incorporated all addenda into its tender submission, where applicable.
☐	Bidder has ensured that the submission is complete and has been uploaded/submitted through the required bidding system before the closing date and time.
☐	Bidder understands late submissions will not be accepted.

Bidder Certification

By submitting a tender, the Bidder confirms that it has reviewed the RFT documents, completed the required forms, provided all required supporting documentation, and accepts the terms, conditions, specifications, and requirements of this RFT, including any addenda issued by CDSB.

Legal Name of Bidder:	
Authorized Representative Name:	
Title:	
Signature:	
Date:	