

MUNICIPALITY OF NORTH MIDDLESEX

TENDER NMCS-09-26

WINTER MAINTENANCE SERVICES MUNICIPAL FACILITIES

2026/2027 Winter Season

Closing Date	Friday, September 18, 2026
Closing Time	12:00 noon, local time
Submission Location	Municipality of North Middlesex Main Office
Contact	Kent Ferguson, Community Services Manager
Contact Information	519-777-1164 kentf@northmiddlesex.on.ca

Late submissions will not be considered. All submissions will be date- and time-stamped according to the Municipal Office computer system.



1. Invitation to Tender

The Municipality of North Middlesex (the "Municipality") invites qualified contractors to submit prices for snow removal and salting at thirteen municipal properties for the 2026/2027 winter season. Bidders may bid on any or all properties. The Municipality intends to evaluate and award each property independently.

1.1 Mandatory Submission Checklist

- ☐ Completed and signed Tender Submission Form.
- ☐ Completed Schedule A Pricing Matrix for each property bid.
- ☐ Proof of Commercial General Liability insurance with limits of not less than \$5,000,000 per occurrence.
- ☐ Current WSIB clearance documentation.
- ☐ Equipment and resource information demonstrating the ability to meet the specified service timelines.
- ☐ Conflict of Interest Declaration.

A submission that does not include the completed pricing matrix and proof of the required insurance may be deemed non-compliant.

2. Definitions and Contract Documents

In this Tender, "Contractor" means the successful bidder for one or more properties; "Director" means the Municipality's Director of Community Services or an authorized designate; and "Work" means the winter maintenance services described in this Tender. The Contract Documents consist of this Tender, the successful submission, written addenda, the Municipality's notice of award, and any agreement executed by the parties.

3. Instructions to Bidders

3.1 Examination and Capacity

Bidders are responsible for familiarizing themselves with each property, access requirements, snow storage areas, and the resources required to complete the Work. A bidder must be capable of performing the Work and may be required to provide details of similar experience, available machinery and equipment, staffing, and financial resources.

3.2 Questions and Addenda

All inquiries shall be directed to Kent Ferguson, Community Services Manager, at 519-777-1164 or kentf@northmiddlesex.on.ca. Any change to the Tender will be issued by written addendum. Bidders are responsible for accounting for all addenda in their submissions.

3.3 Submission and Late Bids

Tenders will be received at the Municipality's Main Office until 12:00 noon on Friday, September 18, 2026. There will be no public opening; contractors will be advised of the results following the opening. A submission received after the closing date and time will not be considered. The bidder is responsible for ensuring delivery before closing, whether submitted by mail, courier, or in person.

3.4 Withdrawal and Irrevocability

A bidder may withdraw its submission by written notice received before closing. After closing, the submission and all prices shall be firm, irrevocable, and open for acceptance for ninety (90) calendar days.

4. Scope of Work

The Work consists of snow removal once accumulation reaches approximately 5 cm (2 inches), together with salting where specified in Schedule A. The Contractor shall supply all labour, supervision, equipment, materials, salt, and incidentals required to perform the Work.

- Clear the identified parking areas, sidewalks, and vehicle entrances completely and place snow only in designated piling zones.
- Do not pile snow in prohibited or no-plow areas identified by the Municipality.
- Salt the identified lots and sidewalks after snow removal and during thaw-freeze conditions where meltwater runoff may refreeze overnight.
- Arrange any necessary access to private property and any suitable storage yard required for materials or equipment.
- Complete the Work to the satisfaction of the Municipality and within the property-specific times in Schedule A.

5. Contract Term and Performance

The Contract is ongoing for the 2026/2027 winter season. Following notice from the Municipality, the successful Contractor shall enter into an agreement within ten (10) calendar days and shall be prepared to commence within two (2) days. Time is of the essence. Tasks shall be completed in a timely manner, taking weather conditions and time of day into consideration.

5.1 Immediate-Service Sites

For sites identified as "Immediate," service is required as soon as accumulation reaches approximately 5 cm because the facilities operate on an emergency or continuous-use basis. The Contractor must demonstrate that it has sufficient equipment, staffing, and routing capacity to provide immediate service.

6. Insurance, WSIB, and Safety

6.1. Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability and Property Damage insurance with limits of not less than \$5,000,000 per occurrence. The policy shall name the Municipality of North Middlesex as an additional insured and shall provide that it will not be altered, cancelled, or allowed to lapse without thirty (30) days' prior written notice to the Municipality. Proof of the required insurance must accompany the submission, and an acceptable certificate must be provided before execution of the Contract.

6.2. WSIB and Employment Obligations

The Contractor and its workers are not covered by the Municipality under the Workplace Safety and Insurance Board. The Contractor is responsible for all required premiums, assessments, wages, and statutory obligations and shall provide satisfactory evidence of compliance upon request. The Municipality may withhold amounts sufficient to address a default.

6.3. Occupational Health and Safety

The Contractor shall comply with the Occupational Health and Safety Act and all applicable regulations, maintain an active health and safety program, ensure operators are trained and competent for assigned equipment, provide documentation upon request, and immediately report incidents involving municipal property or operations.

7. Accessibility

The Contractor shall comply with the Accessibility for Ontarians with Disabilities Act, 2005 and applicable accessibility standards while providing services on behalf of the Municipality. Routes of travel and accessible parking areas included within the Work shall be maintained without creating avoidable accessibility barriers.

8. Indemnification

The Contractor shall indemnify and save harmless the Municipality of North Middlesex, its elected officials, officers, employees, and agents from and against claims, demands, actions, losses, damages, costs, and expenses arising from or attributable to the Contractor's performance of the Work, except to the extent caused by the negligence or wilful misconduct of the Municipality.

9. Evaluation and Award

The following requirements will be applied independently to each property bid:

Evaluation Factor	Assessment	Requirement
Price	Comparison of the submitted per- cleaning and, where applicable, per-salting prices for the property.	Evaluated
Insurance	Proof of \$5,000,000 Commercial General Liability insurance.	Mandatory
Ability to meet timelines	Equipment, staffing, routing capacity, and bidder acknowledgement of the specified completion time.	Mandatory

Among compliant bids for a property, award will be based on price, subject to confirmation that the bidder is insured and can meet the specified timeline. The Municipality may request references and may consider previous performance on similar municipal winter maintenance contracts when assessing whether a bidder can satisfactorily perform the Work. References and previous performance will be used only for this capacity assessment and will not replace the stated price- based comparison among compliant bidders.

9.1 Independent Property Awards

Each property is a separate award item. The Municipality may award one, several, or all properties to one or more bidders. A bidder is not guaranteed award of every property on which it bids.

10. Rights Reserved and Bid Irregularities

- The Municipality reserves the right to accept or reject any or all submissions, in whole or in part.
- The Municipality reserves the right to award properties independently or in any combination in the Municipality's best interest.
- The Municipality reserves the right to waive minor informalities or irregularities where permitted by the Municipality's Procurement Policy.
- The Municipality reserves the right to request clarification or verification without permitting a material change to a submission.
- The Municipality reserves the right to reject a late, unsigned, incomplete, conditional, qualified, or otherwise non-compliant submission.
- The Municipality reserves the right to cancel the procurement or not award a contract.
- The lowest-priced submission will not necessarily be accepted if it does not satisfy the mandatory insurance and timeline requirements. Award is subject to approval by Council or delegated municipal authority in accordance with the Municipality's Procurement Policy.

11. Contract Administration and Payment

The Contractor shall submit monthly invoices. Following approval by the Director, the Municipality will pay an approved invoice within thirty (30) days of receipt. All prices shall include labour, equipment, materials, salt, overhead, and profit. HST shall be shown separately.

Schedule A - Property Specifications

Item	Property	Address	Completion Time	Requirements
1	Ailsa Craig Recreation Centre	155 Annie Ada Shipley Street, Ailsa Craig, ON N0M 1A0	Front Lot: 8:00 AM; Rear Lot: 11:00 AM	Clear snow and salt the identified sidewalks and parking areas. Use only designated snow-piling zones.
2	Ailsa Craig Library & Medical Centre	147 Ailsa Craig Main Street, Ailsa Craig, ON N0M 1A0	8:00 AM	Clear snow and salt the identified sidewalks and parking areas. Use only designated snow-piling zones.
3	Ailsa Craig Fire Station	159 William Street, Ailsa Craig, ON N0M 1A0	Immediate	Completely clear and salt all parking, sidewalk, and vehicle entrance areas.
4	Ye Olde Towne Hall	160 Ailsa Craig Main Street, Ailsa Craig, ON N0M 1A0	7:30 AM	Completely clear and salt all parking and sidewalk areas.
5	HMS Insurance & Fitness Centre	256 McLeod Street, Parkhill, ON N0M 2K0	Front Lot: 5:30 AM; Side Lot: 6:30 AM; Rear Lot: 10:00 AM	Clear all lots and the front building sidewalk; salt the lots and front sidewalk; use designated snow-pile zones.
6	North Middlesex Community Centre	224 McLeod Street, Parkhill, ON N0M 2K0	7:00 AM	Clear and salt the parking lot and sidewalk. Observe the prohibited piling zone and the no-plow playground area.
7	Parkhill Fire & EMS Station	194 Parkhill Main Street, Parkhill, ON N0M 2K0	Immediate	Completely clear and salt all parking, sidewalk, and vehicle entrance areas.

Schedule A - Property Specifications (Continued)

Item	Property	Address	Completion Time	Requirements
8	Parkhill Medical Centre	268 Parkhill Main Street, Parkhill, ON N0M 2K0	7:00 AM	Clear and salt the parking lot and sidewalk; use designated snow-piling zones.
9	Parkhill Shared Services Centre	229 Parkhill Main Street, Parkhill, ON N0M 2K0	7:45 AM	Clear and salt the parking lot and sidewalks surrounding the facility; use designated snow-piling zones.
10	150 King Street Gravel Lot	150 King Street, Parkhill, ON N0M 2K0	When able to	Clear snow from the gravel parking area. Salting is not included unless directed as additional work.
11	West Williams Community Centre	32217 Kerwood Road, Parkhill, ON N0M 2K0	8:00 AM	Clear snow from the parking lot and vehicle entrance areas; use designated snow-piling zones.
12	Parkhill Leisure Club	176 Broadway Street, Parkhill, ON N0M 2K0	8:00 AM	Completely clear and salt all parking and sidewalk areas. Gravel lot cleared (not salted).
13	Parkhill Public Parking Lot	181 Mill Street, Parkhill, ON N0M 2K0	9:00 AM	Completely clear and salt all parking and sidewalk areas.

Schedule B - Pricing Matrix

MUNICIPALITY OF NORTH MIDDLESEX | NMCS-09-26

Complete each property bid. Prices exclude HST. Leave properties not bid clearly marked "No Bid." Each property may be awarded independently.

Item	Property	Completion Time	Bid?	Per Cleaning (\$)	Per Salting (\$)	HST	Equipment/Resources
1	Ailsa Craig Recreation Centre	Front Lot: 8:00 AM; Rear Lot: 11:00 AM	Yes / No			Extra	
2	Ailsa Craig Library & Medical Centre	8:00 AM	Yes / No			Extra	
3	Ailsa Craig Fire Station	Immediate	Yes / No			Extra	
4	Ye Olde Towne Hall	7:30 AM	Yes / No			Extra	
5	HMS Insurance & Fitness Centre	Front Lot: 5:30 AM; Side Lot: 6:30 AM; Rear Lot: 10:00 AM	Yes / No			Extra	
6	North Middlesex Community Centre	7:00 AM	Yes / No			Extra	
7	Parkhill Fire & EMS Station	Immediate	Yes / No			Extra	
8	Parkhill Medical Centre	7:00 AM	Yes / No			Extra	
9	Parkhill Shared Services Centre	7:45 AM	Yes / No			Extra	
10	150 King Street Gravel Lot	When able to	Yes / No			Extra	
11	West Williams Community Centre	8:00 AM	Yes / No			Extra	
12	Parkhill Leisure Club	8:00 AM	Yes / No			Extra	
13	Parkhill Public Parking Lot	9:00 AM	Yes / No			Extra	

Pricing certification: The undersigned certifies that the prices above include all labour, equipment, materials, salt where applicable, overhead, and profit and shall remain valid for 90 calendar days following the tender closing date.

Schedule C - Bidder Submission Form

Legal Name of Bidder	
Operating Name (if different)	
Address	
Contact Person	
Telephone	
Email	
WSIB Account Number	
Insurance Provider / Policy Number	

Bidder Declarations

- ☐ The bidder has examined the Tender and the properties bid and understands the Work.
- ☐ The bidder can meet each completion time for every property marked "Yes" in Schedule B.
- ☐ The bidder has included proof of \$5,000,000 Commercial General Liability insurance and current WSIB clearance.
- ☐ The bidder agrees that prices are firm and irrevocable for 90 calendar days after closing.
- ☐ The bidder acknowledges that each property may be awarded independently.
- ☐ The bidder has disclosed all actual or potential conflicts of interest below.

Conflict of Interest Declaration

- ☐ No actual or potential conflict of interest exists.
- ☐ An actual or potential conflict is disclosed below:

Addenda Acknowledgement

Addendum No(s). acknowledged: _____

Authorization

I have authority to bind the bidder and certify that the information in this submission is complete and accurate.

Authorized Name and Title: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

Schedule D - Equipment and Capacity

Provide sufficient information to demonstrate the ability to meet the timelines for each property bid.

Equipment Type	Make / Model	Quantity	Primary / Backup	Properties Served

Number of operators available per event: _____

Dispatch / monitoring method: _____

Backup equipment and contingency plan: _____

References

Organization	Contact	Telephone / Email	Similar Work Performed

Schedule E - Municipal Acceptance

Tender NMCS-09-26 is accepted for the properties identified in the Municipality's written award notice, subject to execution of the Contract Documents and satisfaction of all pre-contract requirements.

For the Municipality of North Middlesex:

Authorized Municipal Representative: _____

Title: _____ Date: _____

Signature: _____

Contractor Authorized Representative: _____

Signature: _____ Date: _____

Awarded property item number(s): _____

SCHEDULE – F Property Specifications

1. Ailsa Craig Recreation Centre (155 Annie Ada Shipley St)

Time required to be completed by:

Front Lot 8:00 AM

Rear Lot 11:00 AM

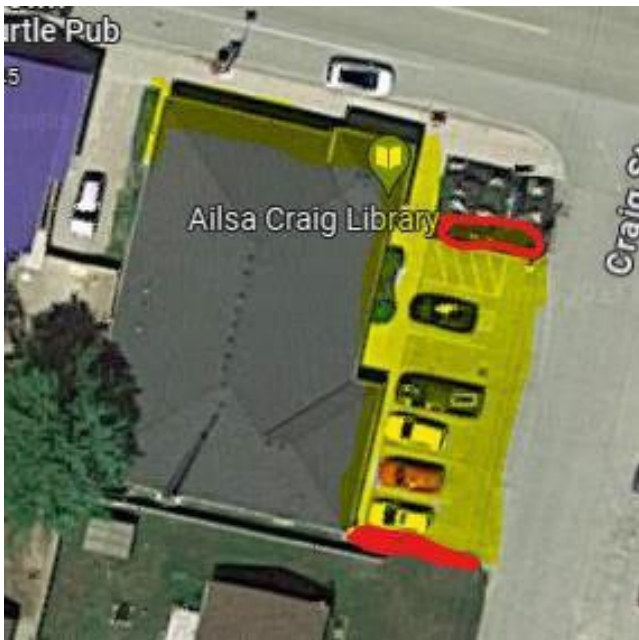
Property requirements: The complete clearing of snow, followed by salting from the sidewalks and parking areas as highlighted in the pictures below. Yellow highlighted section indicates snow removal zone and the red areas are where snow is able to be piled.



2. Ailsa Craig Library & Medical Centre (147 Ailsa Craig Main St)

Time required to be completed by: 8:00 AM

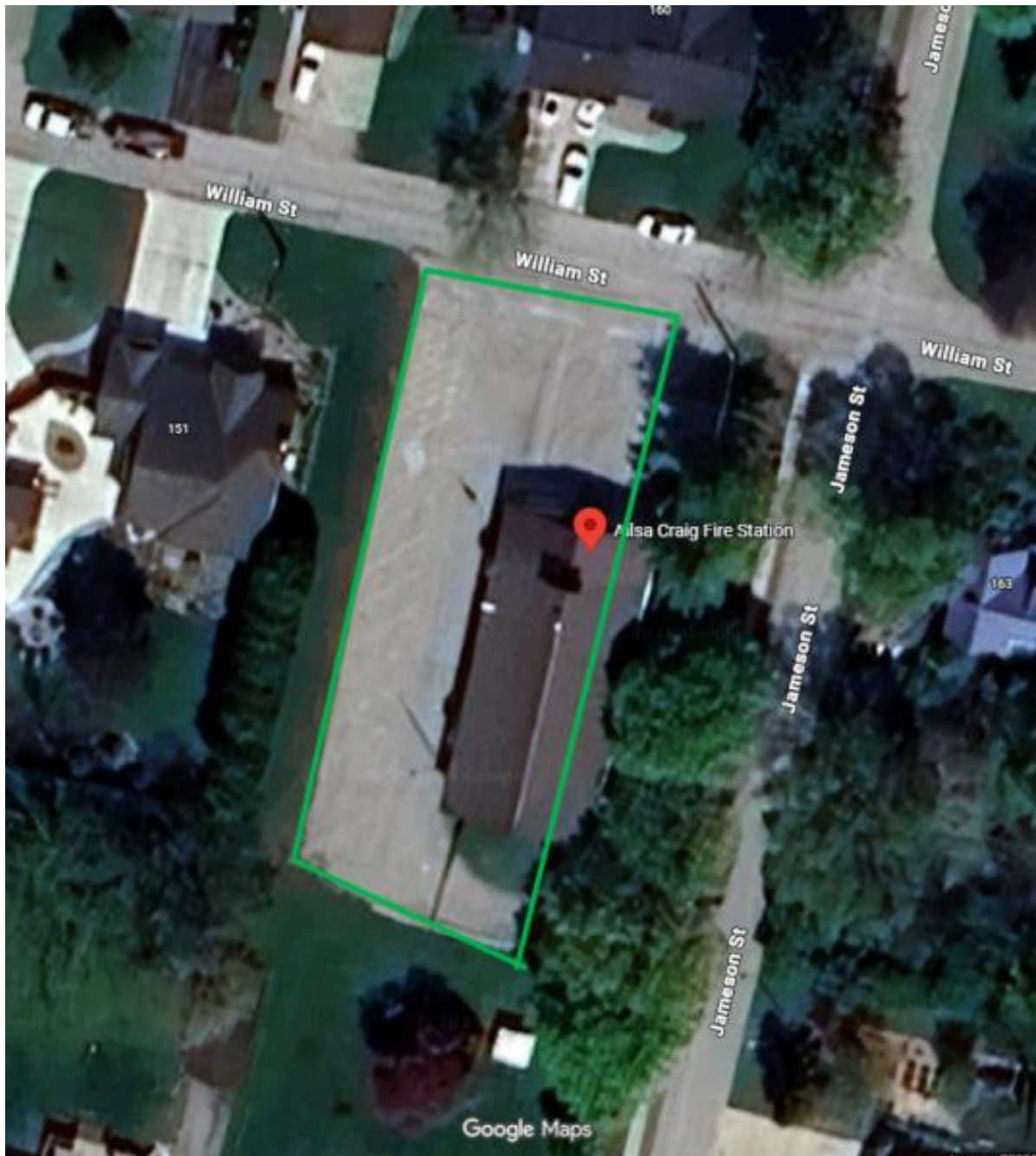
Property requirements: The complete clearing of snow, followed by salting from the sidewalks and parking areas as highlighted in the pictures below. Yellow highlighted section indicates snow removal zone and the red areas are where snow is able to be piled.



3. Ailsa Craig Fire Station (159 William Street)

Time required to be completed by: Immediate

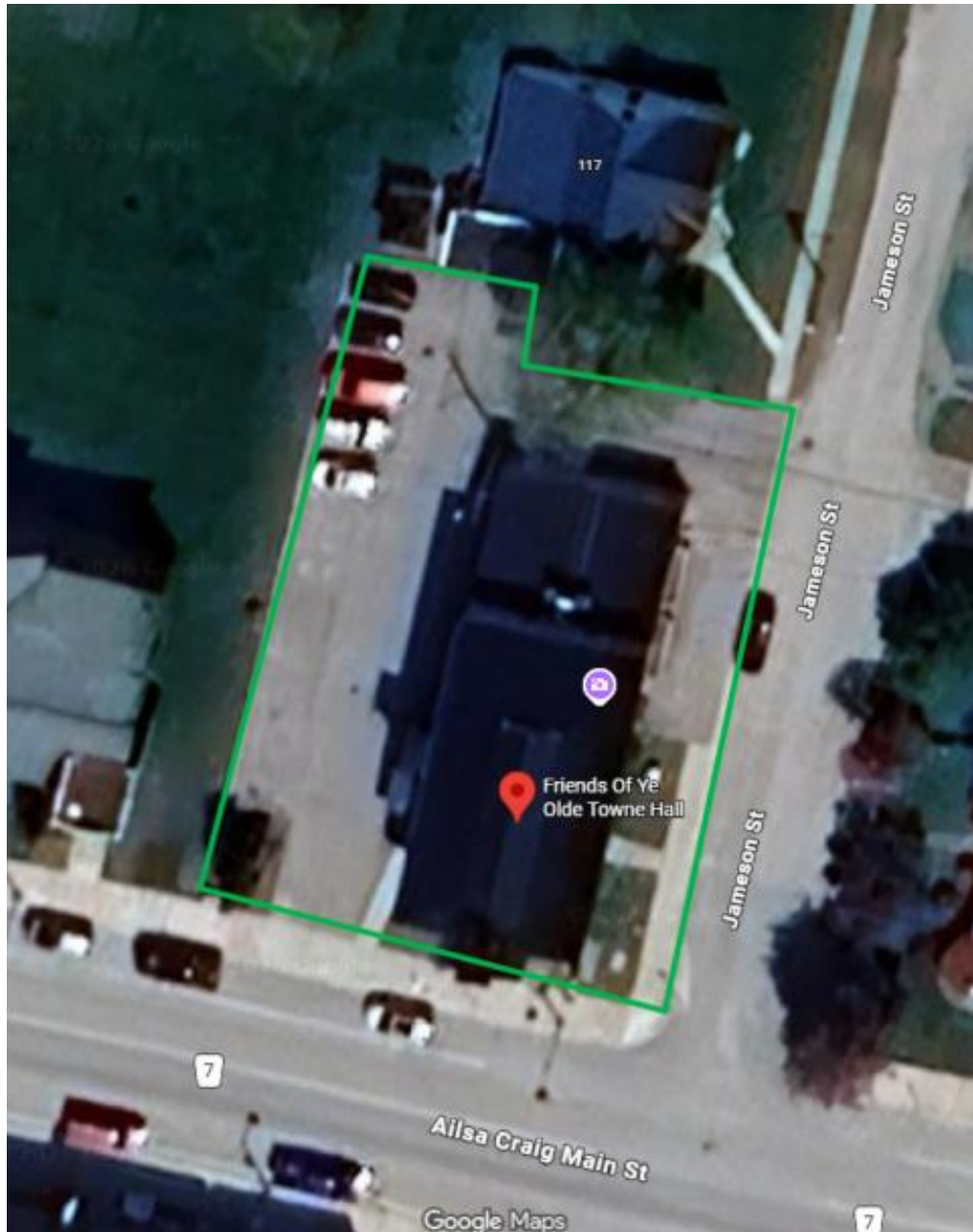
Property requirements: The complete clearing of all snow from parking and sidewalk areas along with complete salting.



4. Ye Olde Towne Hall (160 Ailsa Craig Main Street)

Time required to be completed by: 7:30 AM

Property requirements: The complete clearing of all snow from parking and sidewalk areas along with complete salting.



5. HMS Insurance & Fitness Centre (256 McLeod Street)

Time required to be completed by:

Front Lot: 5:30 AM

Side Lot: 6:30 AM

Rear Lot: 10:00 AM

Property requirements: The complete clearing of snow of all lots and the front building sidewalk. The salting of lots and the front building sidewalk. All indicated in the picture below. Blue area indicates front sidewalk and red area indicates snow pile zones.



6. North Middlesex Community Centre (224 McLeod Street)

Time required to be completed by: 7:00 AM

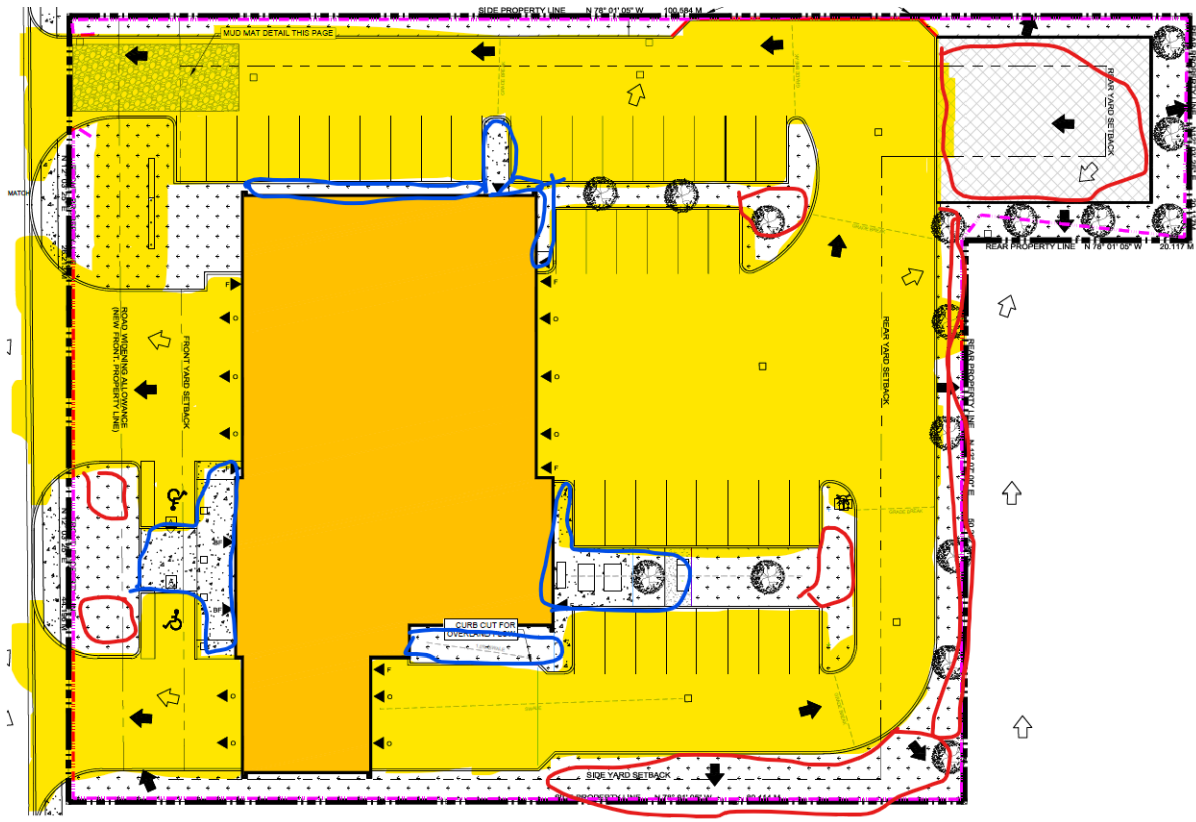
Property requirements: The complete clearing of snow from the parking lot and sidewalk followed by salting of both. Red lines indicate piling zones. Purple indicates where snow may not be piled at any time. Blue indicates sidewalk. The black 'X' area indicates a no-plow area due to newly installed playground area.



7. Parkhill Fire and EMS Station (194 Parkhill Main Street)

Time required to be completed by: Immediate.

Property requirements: The complete clearing of all snow from parking and sidewalk areas along with complete salting.



8. Parkhill Medical Centre (268 Parkhill Main St.)

Time required to be completed by: 7:00 AM

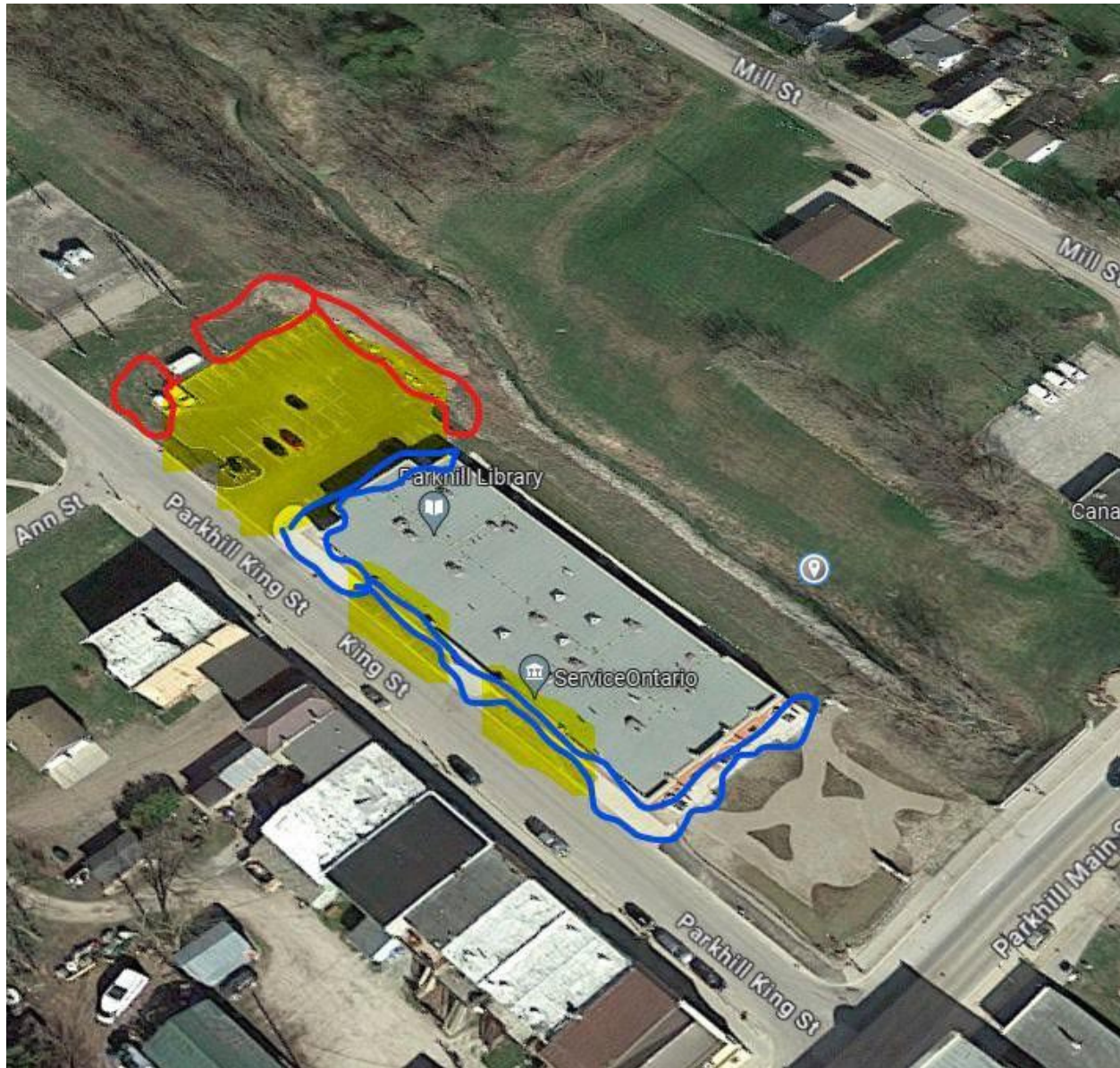
Property requirements: The complete clearing of snow from the parking lot and sidewalk followed by salting of both. Red lines indicate piling zones. Blue indicates sidewalk.



9. Parkhill Shared Services Centre (229 Parkhill Main St.)

Time required to be completed by: 7:45 AM

Property requirements: The complete clearing of snow from the parking lot and sidewalk followed by salting of both. Red lines indicate piling zones. Blue indicates sidewalk.



10. Gravel Parking Lot Behind Shared Services (150 King Street)

Time required to be completed by: When able to

Property requirements: The complete clearing of all snow from parking areas.



11. West Williams Community Centre (32217 Kerwood Rd.)

Time required to be completed by: 8:00 AM

Property requirements: The complete clearing of snow from the parking lot. Red lines indicate piling zones.



10. Parkhill Leisure Club (176 Broadway Street)

Time required to be completed by: 8:00 AM

Property requirements: The complete clearing of all snow from parking and sidewalk areas along with complete salting.



13. Parkhill Public Parking Lot (181 Mill Street)

Time required to be completed by: 9:00 AM

Property requirements: The complete clearing of all snow from parking and sidewalk areas along with complete salting.

