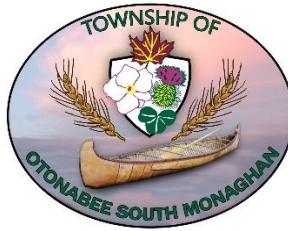


RFP 2023-PP-01



## Township of Otonabee-South Monaghan

### 2023/2024 OSM Township Facilities Winter Maintenance Request for Proposals

Your company is invited to respond to a Request for Proposals (RFP) to the undersigned by **12:00 p.m. Monday, October 16, 2023**, for OSM Township Facilities Winter Maintenance identified on the schedule below.

A certificate of public liability insurance in the amount of at least \$5,000,000.00 shall be provided to the Township before work commences. Additional details regarding insurance information and requirements are found in Section D

The successful contractor will be required to show proof of registration with the WSIB before the final award of the contract is made.

The Contractor shall be completely responsible for maintaining a safe workplace at all times. The Contractor shall ensure that all employees are aware of the requirements of Bill 208 and that all work is carried out in accordance with the Occupational Health & Safety Act and Ontario Traffic Manual Book 7.

Please deliver your sealed quote clearly marked “**2023-2024 OSM Township Facilities Winter Maintenance RFP**” to the Municipal Office located at 20 Third Street, Keene, Ontario K0L 2G0 to the attention of **Mike Nelson, Manager, Recreation Parks and Facilities**, Fax and email transmissions will not be accepted.

Heather Scott  
CAO  
Township of Otonabee-South Monaghan  
Ph: 705-295-6852



**Township of Otonabee-South Monaghan**

**Facilities Winter Maintenance RFP**

**SCHEDULE A- DESCRIPTION OF WORK TO BE PERFORMED**

**Section A- Purpose and Scope**

The Municipality of Otonabee South Monaghan is seeking responses to an RFP for facility winter maintenance of the municipally owned public facilities located across the Township.

1. The requested work includes plowing parking areas and driveways, and keeping walkways and entrances to buildings clear of snow, ice and slush as itemized below in Section F for specific buildings.
2. The expectations of the identified work are for each property to be dealt with in a timely manner anytime there is a snow accumulation of over 2cm, drifting snow, as well as when there are slippery, icy conditions.
3. In the circumstance of a major storm event or steady amounts of falling snow, when buildings are open to the public, the expectation is that all buildings will be cleared multiple times.
4. The buildings identified in Section F are listed in order of priority based on the use and occupancy of the building. When snow falls overnight, properties are required to be cleared by a certain time for each property as specified in Section F.
5. The contractor shall return to the site to clear all areas if drifting occurs.
6. All required equipment, sand, and salt will be supplied by the contractor. There are bins at each property filled with de-icing salt, these bins are for municipal staff ONLY and shall not be used by the contractor. These bins will be filled on an as-needed basis by OSM's Public Works Department.

**Section B- Length of Contract**

The length of this contract will be for a period of one (1) year with the option of a one (1) year renewal. The contract will be reviewed during the summer of 2024 for the following winter and the option for renewal will be decided on at that time. The one (1) year contract will commence on the date of the execution of the contract.

**Section C- Roles and Responsibilities**

**Role of Recreation, Parks and Facilities Department**

Contacts for Recreation, Parks and Facilities Department:

1. Mike Nelson, Manager, Recreation, Parks and Facilities  
Email: [recreationmanager@osmtownship.ca](mailto:recreationmanager@osmtownship.ca)  
Telephone: 705-295-6862

2. Heather Scott, CAO  
Email: [cao@osmtownship.ca](mailto:cao@osmtownship.ca)  
Telephone: 705-295-6852

## **Role of Recreation, Parks and Facilities Department**

The role of the Recreation, Parks and Facilities Department shall include the following

1. Maintaining communication with the contractor regarding the work being performed.
2. Communicate with the contractor about any special events taking place in buildings to ensure that access is cleared for such an event.
3. Communicating with the building occupants or main contact lead, for each building to maintain a list of events taking place at each building.
4. Advise the contractor of any issues or concerns arising from work being completed.

## **Role of the Contractor**

1. The contractor shall communicate with the Recreation, Facilities and Parks Department on all issues arising during winter maintenance
2. The contractor shall provide and maintain proof of insurance and WSIB as stated in the contract under Section D.
3. The contractor shall ensure that snow and ice build-up is monitored at all times.
4. The contractor will ensure that all buildings are cleared by the times stipulated and in a timely manner.
5. The contractor shall provide ice melt/salt/sand for all walkways, steps, landings and parking lot areas while completing the snow plowing and shoveling as indicated for each building.
6. Public Works will provide ice melt for the bins located at each building for building occupants and Township staff to apply ice melt as needed for walkway areas. **The Contractor shall NOT use ice melt from the bins.**
7. Prior to contractors submitting a proposal, each building should be visited to view the required work at each location.

## **Role of Building Occupants**

1. To monitor steps, walkways and paths of travel to the main entries into the buildings for ice and snow build-up.
2. To understand that the contractor will attend the site as stipulated in the work outline for maintenance and will not be attending multiple times a day to address the concerns of the occupants.
3. Occupants will be required to assist in maintaining the entrances and path of travel to the main entry through shoveling and spreading ice melt located in bins on areas of concern throughout the day as needed to maintain the safety of the building for the occupants.
4. Occupants will not contact the contractor and will only contact the public property contacts identified with information on upcoming events and concerns or comments.
5. The occupants will advise the Township of booked events so that this information can be relayed to the contractor. This information is to be provided to the Manager, Recreation, Parks and Facilities.

## **Section D- Insurance Requirements**

The successful bidder will obtain a comprehensive policy of public liability and property damage insurance coverage with an insurer licensed to carry on business in the Province of Ontario, in respect of any one accident to a minimum of \$5,000,000 per occurrence / \$10,000,000 aggregate exclusive of interest and costs, against loss of damage resulting from bodily injury to, or death of, one or more persons and loss of, or damage to property and such policy shall name the Municipality against all claims for all damages to any property of the owner of any other public or private property resulting from or arising out of any act or omission on the part of the successful bidder or any of his/her servants or agents during the execution of the contract and the successful bidder shall (unless otherwise stated in this document) within seven working days of being notified of award of proposal, forward to the Municipality a valid Certificate of Insurance naming the Municipality as an Additional Interest. The successful bidder(s) will also provide yearly, proof of current insurance coverage.

If the successful bidder's vehicles are used on municipal property, the successful bidder shall carry and maintain during the term of the contract third party liability insurance coverage for both owned and non-owned motor vehicles in the sum of \$5,000,000 per occurrence and (unless otherwise stated in this document) within seven working days of being notified of award of proposal, forward a valid Certificate of Insurance to the Municipality.

The successful bidder(s) agrees to indemnify, hold harmless and defend the Municipality from and against any and all liability for loss, damage and expense, which the Municipality may suffer or for which the Municipality may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful acts on the part of the successful bidder(s) or any of its representatives or employees or sub-bidders in the execution of the work performed in the course of the contract."

### **Summary of Insurance requirements:**

**Commercial General Liability** insurance policy with limits of not less than \$5,000,000 per occurrence / \$10,000,000 aggregate that insures against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the Contractor. This policy shall include:

- 1) The Corporation of the Township of Otonabee-South Monaghan as Additional Insured
- 2) Cross Liability / Severability of Interests clause
- 3) Contractual Liability
- 4) Products / Completed Operations Hazard with limit of not less than \$5,000,000 per occurrence and aggregate
- 5) Sudden and Accidental Pollution with limit of not less than \$1,000,000 per claim / \$2,000,000 aggregate
- 6) Minimum thirty (30) day's written notice of cancellation or non-renewal to the Township
- 7) **Non-Owned Automobile Liability (SPF 6)** insurance policy with limit of not less than \$2,000,000
- 8) **Owned Automobile (OAP 1)** insurance policy containing all Statutory coverages (third party liability, accident benefits, direct compensation property damage, and uninsured automobile) for all licensed vehicles owned or leased by the Contractor and used in the execution of this Agreement. The Third-Party Liability limit shall be not less than \$5,000,000.

## **Section E- Proposal/Cost**

1. The proposal is to be costing for services for one full year from the contract start date, structured to include a cost breakdown the following works for each building as identified in Section F.
  - plowing
  - Sanding/salting/de-icing of walkways and parking areas
  - cost for clearing walkways of ice and snow. Ice melt must be used on walkways, steps, ramps, and landings.
  - HST
2. Invoices are to be submitted monthly when service is provided
3. See Section G for the Per Diem chart to be completed
4. Payment to the chosen contractor will be made within 30 days of the date of the invoice being submitted.
5. Public works will provide ice melt for the bins located at each building for building occupants and staff to apply when needed for walkway areas. The contractor shall provide its own ice melt for applying to walkways etc.

## **Section F- Buildings to be serviced**

(Buildings are listed in priority based on the use and time of building opening)

### **MEDICAL CENTER** – 1170 Heritage Line, Keene

*Completed before 7:45am Monday through Friday / Anytime on weekends.*

The building is open to the public Monday to Friday 8:00am to 4:00pm

1. Front and Rear Entry Steps/Landings – Shovel/De-icing
2. Path to the Elevator and the elevator door- must be kept clear of snow, water, slush and ice
3. Parking lot to be plowed, sanded / salted

### **MUNICIPAL OFFICE** – 20 Third Street, Keene

*Completed before 7:45am Monday to Friday*

The building is open Monday to Friday- 8:30am to 4:30pm

1. Front entry (main door and secondary located left of the main entry) Steps/Landings Shovel/De-icing
2. Sidewalks – Shovel/De-icing
3. Parking lot to be plowed, sanded/salted.

**FIRE STATION # 1-** 21 Third Street, Keene

*Completed before 7:45am all days of the week.*

The Fire Hall is open 7 days a week to respond to emergencies.

1. Front entry(s) and walkways (2 sets of entry doors and side door to the main hall)– Shovel/De-icing
2. Front apron in front of the overhead doors and parking spots to the East and North of the building

**FIRE STATION # 3-** 535 Third Line, Baillieboro

*Before 9:00am 7 days a week*

The Fire Station is open 7 days a week to respond to emergencies.

1. Parking Lot to be plowed by the contractor.
2. Front entry – Shovel/De-icing
3. Parking lot to be plowed, sanded/salted.

**KEENE LIBRARY** - 3252 County Road 2, Keene

This building also contains the Historical Society and the Two Small Rooms second-hand store (entry on the west side)

*Completed before 8:30am Monday, Wednesday, Friday*

*Completed before 8:45am Tuesday, Thursday, Saturday, Sunday*

The Library is open to the public

Tuesday and Thursdays:

12:00pm to 8:00pm

Saturday

11:00am to 4:00pm

Librarian and staff work Mondays to Wednesdays and Fridays 8:30 am to 3:30 pm

Patrons attend the building sporadically to deposit books in the drop-off bin.

Historical Society is open to the public:

Tuesday, Thursday 12:00pm to 8:00pm

Saturday 1:00pm to 4:00pm

Two Small Rooms open to the public (Side door located on the West side of the building)

Tuesday 9: am to 11:00 am

Thursday and Saturday: 12:00 pm to 3:00 pm

1. Front Stairs, Wheelchair Ramp, Walkways – Shoveling/De-icing
2. Rear entry- door to be kept clear for emergency exiting
3. Side Entry (stairs, landing and walkway to be kept clear) – Shoveling/De-icing
4. Parking lot to be plowed, sanded/salted.

**KAWARTHA CREDIT UNION** – 1107 Heritage Line, Keene

*Before 8:30am Monday to Saturday*

The building is open to the public.

Monday, Tuesday, Wednesday and Friday: 9:30 am to 5:00 pm

Thursday: 9:30 am to 8:30 pm

Saturday: 9:00 am to 1:00 pm

1. Parking area in front of the building and Driveway beside building – Plowing/De-icing
2. Front and Side Entry Steps/Landings – Shovel/De-icing
3. Parking lot to be plowed, sanded/salted.

**KEENE ARENA-** 24 Fourth Street, Keene

*Completed before 9am – Monday to Friday*

***Completed before 6:15am – Saturday and Sunday***

The arena is open to the public.

Monday-Thursday – 7:00am to 12:00am

Fridays- 7:00am to 12:00am

Saturday and Sunday – 6:00am to 12:00am

1. West and South entrances and walkways – Will be completed by arena staff and is not part of this contract.
2. Full parking lot to be plowed, sanded/salted (this included a portion of the roadway between Third and Fourth streets)
3. Fire Route around the building to be plowed, sanded/salted – **NO sand or salt behind the arena, plowing ONLY.**

**BAILIEBORO LIBRARY** – 190 County Road 25, Bailieboro

*Completed before 9:30 am every day of the week.*

The library is open to the public:

Tuesdays and Thursdays: 1:00pm to 7:00pm

Saturday: 10:00am to 3:00pm

Patrons attend the building sporadically to deposit books in the drop-off bin.

1. Parking Lot – Plowing/De-icing
2. Walkway to front entry and steps – Shoveling/De-icing
3. Wheelchair Ramp and walkway – Shoveling/De-icing
4. Access to Basement at the rear of building – Path to be shoveled and door swing area to be cleared.
5. Parking lot to be plowed, sanded/salted.

Patrons attend the building sporadically to deposit books in the drop-off bin.

**LEGION/LIONS DEN** – 1137 Heritage Line, Keene

***By 11:00 am Monday to Saturday***

The Lions hold events on Tuesday, Wednesday, Thursday and Saturday evenings.

1. Front Entrance (off front parking lot, door goes into the white sided addition) – Shoveling/De-icing
2. Rear entry, wheelchair ramp – Shoveling/De-icing
3. Rear Deck and Steps – Shoveling/De-icing
4. Rear Fire Escape, platform and stairs to be kept clear of snow and ice – Shoveling/De-icing
5. **Parking lot to be plowed, sanded/salted.**

**VILLIERS HALL** – 1497 Villiers Line, Keene

***By 12:00pm – all days of the week***

1. Front Entrance – Clear Door Swing and path to the parking area – Shoveling/De-icing
2. Deck and Wheelchair Ramp and Auto Door Swing – Shoveling/De-icing
3. Rear Deck and Steps – Shoveling/De-icing
4. **Parking lot to be plowed, sanded/salted.**

**Crystal Springs Pump House** - 60 Edwards Drive, Stewart Hall

***By 11:00 am Monday to Saturday***

1. Entrance Roadway and turn around area to be plowed, sanding/salting.
2. The pathway to pump house entrance shoveled.

**Elgeti Pump House** – 1739 Base Line, Stewart Hall

***By 11:00 am Monday to Saturday***

1. Entrance Roadway and turn around area to be plowed, sanding/salting.
2. The pathway to pump house entrance shoveled.



## RFP 2023-PP-01



RFP 2023-PP-01

### Township of Otonabee-South Monaghan OSM Township Facilities Winter Maintenance

#### **SECTION G- Contractor Information and Quotation**

\_\_\_\_\_  
Name of Firm or Individual

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone and Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name of Person Signing for Firm

\_\_\_\_\_  
Position of Person Signing for Firm

Quotations Received by:

Mike Nelson  
Manager, Recreation, Parks and Facilities  
Township of Otonabee-South Monaghan  
P.O. Box 70, 20 Third Street  
Keene, Ontario K0L 2G0  
Telephone: (705) 295-6862

- **LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED**
- **THE TOWNSHIP HAS THE AUTHORITY TO ACCEPT OR REJECT ANY OR ALL PARTS OF THIS REQUEST FOR QUOTATIONS**

*Note: Personal Information collected from application is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications. Questions about the collection of Information should be directed to the Clerk/Deputy-CAO at the address indicated above.*

## RFQ 2022-PP-01

### TOWNSHIP OF OTONABEE-SOUTH MONAGHAN FACILITIES WINTER MAINTENANCE

FACILITY	QUOTED PRICE PER 1 YEAR PERIOD – ALL WORK IDENTIFIED IN SECTION 7**
Medical Centre 1170 Heritage Line Keene	
Municipal Office 20 Third Street Keene	
Fire Station 1 21 Third Street Keene	
Fire Station 3 535 Third Line Bailieboro	
Keene Library 3252 County Road 2 Keene	
Kawartha Credit Union 1107 Heritage Line Keene	
Keene Arena 24 Fourth Street Keene	
Bailieboro Library 190 County Road 45 Bailieboro	
Legion / Lions Club 1137 Heritage Line Keene	
Villiers Community Hall 1497 Villiers Line Keene	
Elgeti Pump House 1739 Base Line Stewart Hall	
Crystal Springs Pump House 60 Edwards Drive Keene	

\*\* Description of work to be completed at each building is identified in Section F of the RFP

***The Township has the authority to accept or reject any or all parts of this Request for Proposals***