



The Corporation of the Village of Burk's Falls

Request for Quotation: Winter Control - 2026

**Official bid closing date/Time:
July 14, 2026 at 1:00 PM (LOCAL TIME)**

Sealed proposals, clearly marked as to contents are to be delivered to:

**Village of Burk's Falls
172 Ontario Street
Box 160
Burk's Falls ON P0A 1C0**

or

electronically to publicworks@burksfalls.ca

Lowest or any tender not necessarily accepted

1.0 BACKGROUND

The Village of Burk's Falls is a single tier Municipality, located 165 miles north of Toronto on the Hwy. 11 corridor between Huntsville and North Bay at the junction of Highways 11 and 520 in the District of Parry Sound.

The work to be performed generally includes the supply and operation of snowplow and sander to plow snow, sand/salt all roads and streets and certain municipal parking lots within the Village of Burk's Falls jurisdiction to maintain the Province of Ontario's Regulation 239/02 on Minimum Maintenance Standards for Municipal Highways.

The scope also includes removal of snow from Ontario Street and certain intersections as required and requested by the Village. As well as municipal parking lots as outlined.

Description of Services:

1. The service of this tender is for the 2026/2027 winter season commencing November 1, 2026, to April 30, 2027. The Village reserves the right to extend the contract upon acceptance by both parties for a further three-year period.

The start and end dates may change based on unpredictable weather forecasts. The hourly rate will be reviewed on its anniversary each year and payment will be adjusted based on the Consumer Price Index as provided by Statistics Canada annually September to September if requested.

2. Snow plowing, sanding/salting shall commence as per the Regulation 239/02 for Class 4 and 5 roads. Within the Village of Burk's Falls Ontario Street is deemed to be a Class four (4) Road and all others are a Class 5. This tender does not include the portions of roadways within the Village that fall under the jurisdiction of the Ministry of Transportation (Hjghway 520).

3. The Village will supply the sand and salt mix from the Public Works Yard sand dome. The tenderer is responsible for securing a loader with operator to load the materials. The supply of all materials shall only be for the sanding and salting related to this tender.

4. The Contractor is expected to commence operations within the defined response time of the stated regulation. It is anticipated that the operator will be able to fulfill the requirements within one shift per 24 hr. period. However, in the event of a prolonged snow/weather event, the Contractor will be expected to initiate the response to continue to meet the minimum standards.

5. Winter road control services shall be completed by 6:30 am when overnight weather events occur. Additional time may be required throughout the day during winter weather events to clean up the roadways, throughout our post event. The Public Works Foreman or his designate may be call-in with request if conditions make it necessary.

6. The Contractor, upon request, shall have a loader and dump truck with a qualified operator available to perform snow removal for snowbanks on streets and in municipal parking lots.

7. The Services shall include the following, plowing and sanding/salting of the Armour, Burk's Falls Ryerson Memorial Arena parking lot and laneway and the Municipal Parking Lot on

Ontario Street and the Senior Center/Library parking lot, as well as the Almaguin Highlands Health Centre front and back parking lots.

8. The Contractor must inspect on or before October 15, with the patrol supervisor, all roadways within the Village noting the location of protruding manholes, catch basins, culvert ends, curbing ends, utility installations, signs, guiderails, bridges, homes/buildings close to the pavement and other hazardous locations . The contractor must ensure that no damage is caused to such installations, plants, equipment or homes during plowing operations.

9. Failure of a tenderer to deliver the required services within the timeframe specified or within reasonable time as interpreted by the Village will constitute authority for the Village to purchase item(s) in the open market with no liability or obligation to the tenderer who does not satisfy the Village in this tender.

10. The Contractor shall submit in writing the names, telephone numbers and driver's license numbers of all operators to the Village prior to each winter maintenance season. The contractor shall be responsible to train the operators and shall ensure drivers maintain a valid license for the duration of this contract. Operators shall have no less than 6 demerit points on record, no convictions or license suspensions within three (3) years and not have excessive accumulation of non-pointable offences (6 or more). The consumption of alcoholic beverages or controlled substances on the Village property or while engaged in fulfilling the term of this contract is prohibited. The prohibition includes reporting to work under the influence of either.

11. The Contractor shall be responsible for damages caused as a result of the service of this tender. The Contractor shall immediately report any damage that affects business operations or building services to the Municipal Office.

12. The Contractor's operator(s) shall maintain a road condition report clearly defining daily route logs at the end of each shift including start and finish times. These shall be supplied to the Municipality with the related invoicing.

13. It is the responsibility of the Contractor to ensure they have accurate road and weather information in order to respond to weather events.

14. The Contractor shall agree to have the Village`s GPS systems installed on their equipment/vehicles that will be used solely for liability defense.

15. In the event of a breakdown the Contractor shall immediately contact the Village Public Works Department. If the breakdown prevents the operator from meeting the minimum standards the Contractor shall be responsible to find alternative equipment, to be approved by the Public Works Foreman or designate, in order to fulfill the scope of work.

16. The Village does not pay for standby time or equipment down times. There shall be no overtime paid and rules under the Employment Standards Act and the Highway Traffic Act for driver time shall be adhered to.

3. Submission Deadline

3.1 Proposals will be accepted until Tuesday July 14, 2026, at 1:00 p.m. in a sealed envelope clearly marked “Winter Control Tender” to the attention:

Derek Smith, Public Works Foreman, Village of Burk’s Falls
172 Ontario Street; Box 160
Burk’s Falls ON P0A 1C0
Or
electronically to publicworks@burksfalls.ca

3.2 Questions can be directed to Derek Smith at email: publicworks@burksfalls.ca until noon on July 13, 2026.705-382-3138 ext 229

3.3 Electronic submissions will be accepted at publicworks@burksfalls.ca

4.0 Proposal Timelines

The schedule for the project is as follows:

Bid Released	June 15, 2026
Submission Deadline	July 14, 2026, at 1:00 pm
Project Award	July 22, 2026

5. Information to Bidders

5.1 Proposal Documents

The individual or firm submitting a proposal shall verify that these documents are complete and assume the responsibility to notify the Village of any discrepancies. The Village will issue any changes/additions/deletions to specifications and/or terms and conditions. Any and all addenda issued by the Village shall form an integral part of the document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by bidders. Where a Bidder finds discrepancies or omissions in the documents or instructions, or otherwise requires any clarification, the Bidder should contact the Village in writing by fax or e-mail as listed below. The Village is not an expert in these matters and discussion and or clarification may be required.

5.2 Incurred Costs

The Village shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent(s) prior to or subsequent to or by reason of the acceptance or non-acceptance or delay related to this proposal.

5.3 Errors and Omissions

The Village shall not be held liable for any errors or omission in any part of this Bid. The information is not guaranteed or warranted to be accurate by the Village nor is it necessarily comprehensive or exhaustive.

5.4 Agreement with Terms

By submitting a Bid, the Proponent agrees to all the terms and conditions of this RFQ. Any electronic documents received cannot be altered with the exception of adding the information requested. To do otherwise would invalidate the proposal.

5.5 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the Village will become the property of the Village. If you wish any or all of the documents that you submit to the Village as part of this Proposal to be protected from disclosure under the above legislation, please provide a signed letter enclosed with the Tender outlining the parts of the Proposal to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for handling an application for disclosure by a third party under this legislation.

5.6 Workers Safety Insurance Board (WSIB)

The successful proponent shall be in good standing with the WSIB. A certificate of clearance from the WSIB is to be supplied to the Village of Burk's Falls upon notification of award and is required to be renewed upon expiry if during the contract period.

5.7 Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

New requirements of the AODA passed by the Ontario Legislature with the goal of creating standards to improve accessibility across the province are now in effect. All private sector organizations in Ontario were required to comply with the Customer Service Standards by January 12, 2012.

Businesses and individuals that the Village has contracted to provide goods or services to customers must ensure that their employees, agents and subcontractors are trained on providing accessible customer service.

5.8 Corporate Health and Safety Policy

The successful Bidder will be required to provide a copy of their Health and Safety Policy including their program of implementation of this policy.

Under the Duties of Employer and Other Persons, (Section 25(2) (j) of the *Occupational Health and Safety Act*) the Act states:

(2) Idem - Without limiting the strict duty imposed by subsection 1, an employer shall;

(j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement the policy. This section of the Occupational Health and Safety Act is clear. An employer is required to have the above in place no matter how small or large a business. The Village requires that this information be part of the required documentation for contract award.

The contractor shall indemnify and hold harmless the owner, their agents and employees for any contraventions of the *Occupational Health and Safety Act*, (most current legislation) and for all legal costs incurred in the event that charges are brought against the owner pursuant to the act.

5.9 Indemnity

The Contractor will indemnify and save harmless the Village, its employees and agents from and against all claims, demands, losses damages, costs and expenses made against or incurred, suffered by the Village at any time where the same or any of the them are based upon or arise out of or from anything done or omitted to be done by the Consultant or their firm, excepting always liability arising out of the independent acts of the Village.

5.10 Insurance

While the proponent will be responsible to maintain adequate insurance to cover all claims, including but not limited to professional errors and omissions, and automobiles, such policy shall also name the Village thereunder. Upon successful award of the proposal the proponent shall supply the Village with a certificate of insurance outlining a minimum of \$2,000,000.00. The successful proposal shall be responsible for all deductibles under their policy and must maintain coverage stated above throughout the contract period.

5.11 Conflict of Interest

The proponent shall identify and detail any potential conflict of interest in the proposal.

5.12 Additional Information

The Village reserves the right to accept or reject any or all submissions and to request clarification or additional information from any bidder.

TENDER BID FORM

To The Corporation of the Village of Burk's Falls, Hereafter called the "Owner":

I/WE _____ the undersigned declare:

- THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Bid or in the Contract proposed to be taken.
- THAT this Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
- I/WE represent that no member of the Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said Contract, or in the supplies, Work or business in connection with the said Contract, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
- THAT I/WE hereby submit the following Proposal and agree to meet the goals of this proposal with all Proposal requirements met, and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
- THAT this Bid is irrevocable and open to acceptance until the Agreement is executed by the awarded Bidder for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
- THAT if the Bid is accepted, I/WE agree to complete the scope of work within the scheduled timeframe. If I/WE fail to do so, the Owner may accept the next lowest or any Bid or to advertise for new bids and I/WE also agree to pay to the Owner the difference between this Bid and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new bids, and shall indemnify and save harmless the Owner and their officers from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

TENDER BID FORM

Bidders must complete this form and include with the Tender Submission.
Please ensure all information is legible.

1.	Company Name:	
2.	Bidder's Contact Individual	
3.	Address (Incl postal code)	
4.	Office #	
5.	Cell #	
6.	Fax	
7.	Email	
8.	Website	
9.	HST Account	

TENDER BID FORM- Continued

By signing below you agree:

1. To meet the scope of work
2. That you have read and understand the terms of the tender
3. That this tender document will constitute a contract once awarded and signed with the successful bidder

Equipment Hourly Rates with Operator

Item	4-year average of past events/hours	Equipment Description	Hourly Rate with Operator
Snowplow Roadways	331 Hours of response time per season.		
Sanding Roadways/Parking Lots (if not at same time as plowing)	Included above		
Snow Removal on municipal street intersections/downtown	When needed		
Snowplow and Sand Arena Parking Lot	22 Hours of response time per season. (based on 30 minutes to complete)		
Snowplow and Sand Municipal Lot on Ontario Street	40 Hours of response time per season. (based on 30 minutes to complete)		
Snowplow and Sand Almaguin Highlands Health Centre	22 Hours of response time per season. (based on 60 minutes to complete)		
Senior Center and Library Parking lot	24 Hours of response time for 2025. (based on 30 minutes to complete)		

The undersigned affirms that he/she is duly authorized to execute this bid.

NAME: _____

BIDDER'S SIGNATURE AND SEAL: _____

POSITION: _____

WITNESS: _____

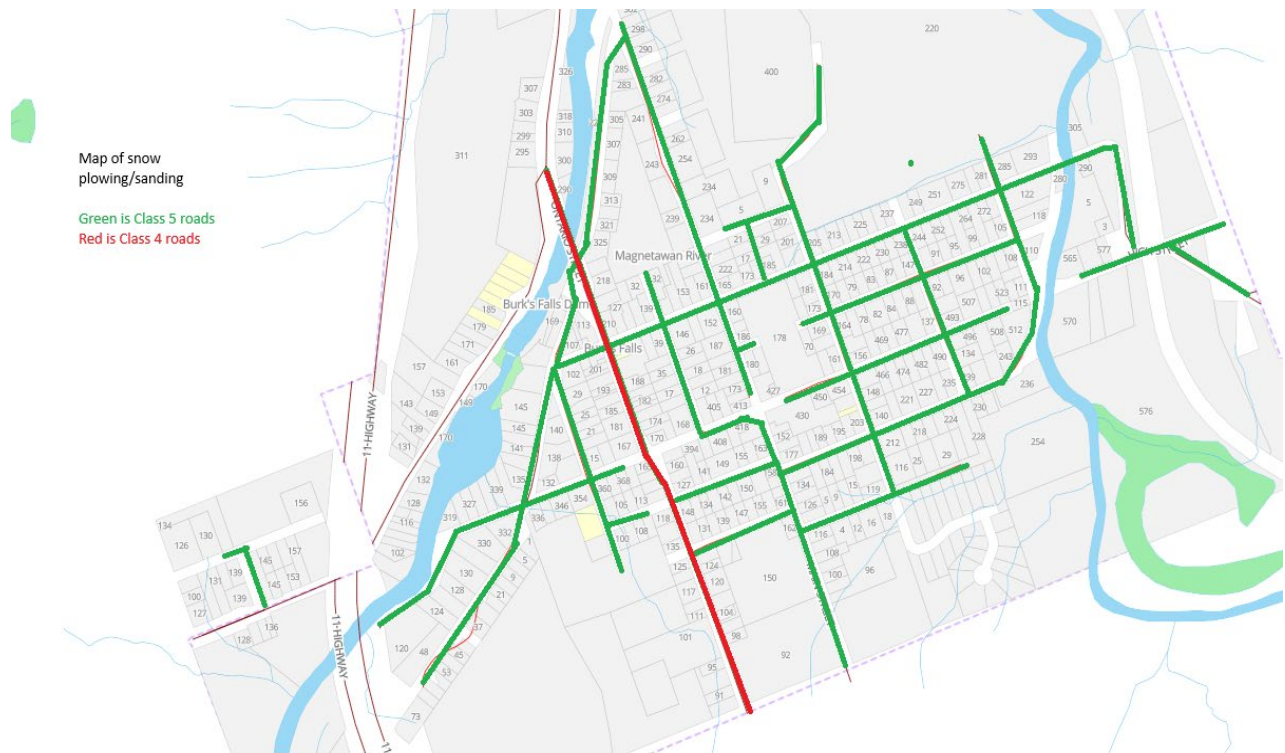
POSITION: _____

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE _____

THIS _____ DAY OF _____ 2026

Note: Failure to provide the complete Form of Proposal, submitted as an original document, complete with original authorized signature(s), at time of Proposal closing, will result in the Proposal submission being disqualified and not considered for award.



Burk's Falls Road Classifications

Ontario Street (Highlighted green on map) – Class 4; All other roadways – Class 5 (This classification is for the purposes of service level and minimum maintenance standards requirements only).

Details of Service Area

Contract DOES NOT include Highway 11 nor Highway 520/Ryerson Crescent but DOES include roads off Highway 520 within the Village boundaries (Burk Street).

Arena Parking Lot 220 Centre Street Parking Area front/side and around building (Shown in red for snowplowing and sanding).



Municipal Parking Lot – Beside Home Hardware (Area shown in red for snowplowing and sanding).



Almaguin Highlands Health Centre- 150 Huston Street Front/Back and side of property (area shown in red for snowplowing and sanding)



Senior Center and Library parking Lot – 39 Copeland Street/ 136 Yonge Street (area shown in red for snowplowing and sanding).

