



SIoux LOOKOUT

Hub of the North

The Corporation of the
Municipality of Sioux Lookout

25 Fifth Avenue, P.O. Box 158

Sioux Lookout, Ontario • P8T 1A4
Telephone: (807) 737-2700

Development Services Department

October 8, 2025

Dear Sir/Madam:

Re: Request for Quote (RFQ) No. Q032-2025 – Yard Cleanup and Debris Removal to Achieve Property Standards Compliance at 11 & 13 Highland Park and 67 Autumnwood Drive, Sioux Lookout, Ontario

This notice is to inform you that the Municipality of Sioux Lookout is seeking quotes for yard cleanup and debris removal from the above-noted properties as part of enforcement of property standards and building code compliance. Please see attached site locations and photo log.

Scope of Work:

Removal of all debris, derelict vehicles, trailers, and construction materials to bring the properties into compliance with the Municipality of Sioux Lookout Property Standards By-law No. 20-98, and to ensure a clean, graded, and safe state.

The Contractor shall:

- Remove all derelict trailers, utility trailers, and inoperative vehicles, including a derelict dump truck. Contractor shall coordinate with the Ontario Provincial Police (OPP) to verify the status of vehicles for valid registration and insurance.
- Remove all construction debris, including hardened concrete in large bags, rotting materials, loose debris, and other discarded materials.
- Remove or properly remediate overburden and restore proper surface grading and drainage to ensure safety and compliance.
- Dispose of all materials in an environmentally responsible manner.
- Follow safe working practices, including use of proper Personal Protective Equipment (PPE), protection of the public, and site safety.
- Maintain up-to-date liability insurance and be WSIB compliant.
- Leave all properties fully compliant with Property Standards By-law No. 20-98, in a clean, stable, graded, and safe condition upon completion.

Property-Specific Cleanup Checklist

Properties: 11 Highland Park, 13 Highland Park, and 67 Autumnwood Drive

11 Highland Park:

- Remove derelict vehicles and trailers; confirm registration/insurance with OPP.
- Remove construction debris and large bags of hardened concrete.
- Remove overburden/excavation material; restore proper grading and drainage.
- Leave yard clean, stable, and fully compliant with Property Standards By-law No. 20-98.

13 Highland Park:

- Remove derelict dump truck and other vehicles, utility trailers, and portable structures; confirm with OPP.
- Remove debris construction, including hardened concrete.
- Remove overburden/ungraded excavation material; restore drainage.
- Leave yard clean, safe, properly graded, and compliant with Property Standards By-law No. 20-98.

67 Autumnwood Drive:

- Remove inoperative vehicles, and trailers.
- Remove construction debris and rotting materials
- Remove overburden and grade property to ensure proper drainage.
- Leave property in a clean, graded, stable state, fully compliant with Property Standards By-law No. 20-98.

General Requirements for All Properties:

- Dispose of materials responsibly.
- Maintain liability insurance and WSIB compliance.
- Follow safe working practices and ensure public safety.
- Protect neighboring properties and the public from hazards.
- Work must commence on October 13, 2025, and be completed within 3 weeks.

Contractor Responsibilities:

- Establish a project timeline and adhere to it.
- Provide at least 2 business days' notice to the Development Services Department prior to start.
- Obtain all necessary permits and follow municipal inspection requirements.
- Ensure safety of all residents and the public at or near the worksite.

Schedule

- RFQ Submission Deadline: October 28, 2025

- Work Commencement: November 3, 2025
- Work Completion: November 28, 2025

Submission Instructions:

This RFQ creates no obligation on the part of the Municipality to award a contract. The Municipality reserves the right to:

- Accept or reject any or all quotes.
- Negotiate with any bidder prior to or after closing.
- Cancel this RFQ without providing reasons.
- Award the contract in the best interest of the Municipality, which may not be the lowest bid.

Site visits are available to allow contractors to perform all necessary measurements and assessments to prepare an accurate quote. Please arrange for a site inspection with the undersigned.

Submission Details:

Please forward your written quote clearly marked:

“Request for Quote No. Q032-2025 – Yard Cleanup and Debris Removal to Achieve Property Standards Compliance at 11 & 13 Highland Park and 67 Autumnwood Drive, Sioux Lookout, Ontario”

Deadline for Submission: 10:00 a.m., CDT (local time), October 28, 2025

To:

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 Building and Property Compliance Supervisor
 Development Services Department
 Municipality of Sioux Lookout
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