

**THE CORPORATION OF THE
MUNICIPALITY OF SIOUX LOOKOUT**



SIOUX LOOKOUT
Hub of the North

Request for Quotations (RFQ)

No. Q033-2025

**Snow Plowing and Sanding Services
(Winter 2025-2026)**

ISSUE DATE: *October 24, 2025*

CLOSING DATE & TIME: *Nov 6, 2025 – 2:00 PM (CT)*

1. Introduction and Purpose

The Municipality of Sioux Lookout is seeking quotations from qualified contractors for snow plowing and sanding (ice control) services at various municipal facility parking lots. The purpose of this RFQ is to supplement the Municipality's own winter maintenance operations with contracted services as needed, ensuring timely and efficient snow clearance for public safety. Contractors are invited to provide pricing and information as outlined in this document for the winter season November 2025 through April 2026 (with potential extension by mutual agreement).

2. Scope of Work

The scope of work includes all labor, equipment, and materials necessary to plow snow and apply sand/salt on specified municipal parking lots and access driveways. Key aspects of the required services are:

- **Snow Plowing:** Clearing snow from the surface of parking areas and designated access routes at the listed facilities. Snow shall be pushed to designated piling areas on-site (as identified by the Municipality) such that it does not block driveways, fire routes, or pedestrian access. **Note:** Snow hauling/removal from the site is not included in this contract and will remain the Municipality's responsibility as needed (contractors should pile snow in agreed areas for later removal by Public Works).
- **Sanding/Ice Control:** After plowing, applying an appropriate sand or sand-salt mixture on pavement surfaces to improve traction and prevent ice build-up. Materials and application rates must be sufficient to ensure public safety in parking and walkway areas adjacent to the lots. Sanding shall be performed following plowing operations **or as required due to icy conditions such as freezing rain or melt-refreeze cycles**, including stand-alone sanding call-outs when plowing is not required.
- **Trigger for Service:** Typically, **Snow clearing operations** will commence after approximately 50 mm (2 inches) of snowfall accumulation or as directed by the Municipality. The contractor is expected to monitor weather conditions and respond promptly when service is required. In the event of continuous or heavy snowfall (e.g. a 100 mm snowfall event), multiple plowing passes may be needed; priority areas should be kept clear throughout the storm to maintain access. **Ice Events:** When icy conditions occur without significant snowfall, sanding/ice-control services may be requested separately by the Municipality and shall be carried out under the same response-time expectations.

- **Timing:** Many of the facilities serve the public during daytime hours (generally 8:00 a.m. – 4:30 p.m. on weekdays, with some earlier openings as noted).

Therefore, snow clearing must be completed before each facility's opening time whenever feasible (*see Section 3 for specific site priorities and times*). This may require overnight or early-morning work (e.g. plowing in the pre-dawn hours for an overnight snowfall) to ensure lots are clear by morning.

- **Coordination:** The day-to-day coordination for plowing and sanding services will be managed by **Meredith Culham**, Recreation & Culture Department. All service notifications, call-outs, and completion confirmations shall be directed to her (contact information to be provided at time of award). In most cases, the contractor should automatically proceed to clear the designated sites when a snowfall meets the trigger criteria. For less severe weather or special circumstances, the Municipality will call-out or confirm the need for service. A response time of 4 hours or less from the call-out is expected for major snowfalls, with quicker response for high-priority locations if necessary to meet opening deadlines.
- **Site Cleanup:** The contractor is responsible for leaving the sites in a safe condition. This includes clearing snow to the edges of lots, clearing entrances/exits, and avoiding blocking any fire hydrants, doors, or garbage enclosures. Walkways immediately adjacent to the parking lots (leading to building entrances) are excluded from this RFQ (they are handled by others), unless explicitly noted. However, plowed snow must not be left blocking sidewalks or building access points.
- **Reporting:** After each service event, the contractor shall inform the Public Works Department of completion (e.g. email or text confirmation) and note any unusual conditions or if additional city assistance is needed (for example, if cars obstruct certain areas or if snow piles are reaching capacity).

3. Service Locations and Priorities

The following municipal parking lots are included in this RFQ. The contractor should note the priority level of each location and plan operations accordingly. Higher-priority sites must be cleared first to allow public access by opening time, whereas lower-priority sites can be addressed later in the sequence. Maps and site locations for each location will be provided in an attachment to illustrate the exact areas to be cleared.

High-Priority Locations (Public Facilities – must be cleared before opening):

- **Municipal Office (Town Hall)** – Main parking lot and driveways at 25 Fifth Avenue. ***Hours:** Open to public by 8:00 AM on business days. **Priority:** Highest – ensure cleared by ~7:30 a.m. on weekdays.*
- **Recreation Centre** – Main parking lot and entrances for the Recreation Centre at 85 King Street. ***Hours:** Opens 6:00 AM on weekdays (and 9:00 AM on weekends). **Priority:** Highest – this facility opens earliest; it must be cleared before 6:00 a.m. on weekday mornings and by 9:00 a.m. on Saturdays and Sundays. Plowing may need to occur in the very early morning hours or even overnight to accommodate this schedule.*
- **Hugh Allen Clinic** – Parking areas at the Hugh Allen Clinic (79 Fifth Ave N). ***Hours:** Clinic opens to patients in the morning (around 8:00 a.m.). **Priority:** High – must be cleared before the clinic opens to ensure patients and staff have access (aim to clear by 8:00 a.m. on weekdays, and by opening time on weekends if the clinic has weekend hours).*
- **Municipal Parking Lot Adjacent to Red Apple (Front Street)** – Public parking lot located beside the Red Apple store on Front Street (downtown core). This lot serves several local businesses and provides public parking for the commercial area. ***Hours:** Typically used throughout the business day, with steady traffic from early morning until evening. **Priority:** High – this lot should be cleared early in the sequence, ideally before 8:00 AM, to ensure safe access for downtown visitors and staff. Sanding is especially important here due to frequent pedestrian use and vehicle turnover.*
- **Heritage Railway Station Lot** – Parking area at the Heritage Railway Station (including the portion behind the building serving the Public Health Unit/Legal Aid offices). ***Priority:** High – ensure public and staff parking areas are cleared before 8:30 AM.*
- **Centennial Centre (Rear)** – Rear parking area of the Centennial Centre (community centre). ***Hours:** Generally, 8:00 a.m. – 4:30 p.m. for municipal services or scheduled events. **Priority:** High – clear by opening time on weekdays or prior to any scheduled event use.*
- **Travel Information Centre** – Parking lot at the Travel Info Centre (Tourism office). ***Hours:** Typically, open by 8:30 a.m. or 9:00 a.m. (seasonal hours may vary). **Priority:** High – treat similar to other public offices; clear by opening time when the facility is in use.*

Low-Priority Locations:

- **Hillcrest Business Park – New Parking Lot** – Recently constructed parking lot within the Hillcrest Business Park area. **Priority:** *Medium – this lot can be serviced after the main public-facing facilities have been cleared but should still be completed promptly during normal morning operations or as directed.*
- **Cedar Bay Recreation Complex** – Parking area at the Cedar Bay facility. **Hours:** *No regular public opening hours (used primarily for events, horse boarding, and volunteer activities).* **Priority:** *Low – this location can be serviced after all other listed sites are completed. It is acceptable for Cedar Bay's lot to be cleared later in the day or as schedule permits, given the lower frequency of public use in winter.*

The contractor should generally service all High-Priority locations immediately following a snowfall (in the early morning) before moving on to Low-Priority ones. If multiple crews or equipment are available, tasks may be done in parallel to meet the timing requirements.

4. Contractor Requirements and Qualifications

Contractors responding to this RFQ must meet the following minimum requirements:

- **Experience:** Provide evidence of experience in snow removal/ice control services, preferably including similar work for municipalities or commercial clients. Operators should be properly trained in safe snow plowing practices.
- **Equipment:** The contractor must have access to sufficient equipment to perform the work effectively. This typically includes at minimum a heavy-duty pickup truck with plow blade or similar plowing equipment for parking lots. Depending on the size of the lots and typical snowfall volumes, additional equipment such as a front-end loader, skid-steer, or wing blade may be necessary for efficient clearing of larger piles or tight areas. A sanding unit (truck-mounted or towed spreader) is required to apply sand/salt. All equipment shall be in good working order and meet safety standards. Backup equipment or contingency plans should be available in case of primary equipment breakdown.
- **Staffing and Availability:** The contractor must be available on-call 24 hours, 7 days a week during the contract period (including holidays), as snow events are weather-dependent. The contractor's team must be ready to mobilize on short notice when snow events occur. In particular, as noted, service may be required in early morning hours or overnight to meet facility opening deadlines. The

Snow Plowing and Sanding Services (Winter 2025-2026)

contractor should have a reliable means of communication (e.g. cell phone) for the Municipality to reach them at any time.

- **Response Time:** The contractor must commit to a prompt response when called upon. Generally, a maximum response/mobilization time of about 4 hours from the Municipality's request is expected in most cases, and sooner if needed for urgent circumstances (e.g., a sudden snowfall right before business hours). Consistent failure to meet timeline requirements may result in termination of the contract.
- **Licensing and Insurance:** The successful contractor must hold a valid business license to operate in the Municipality (if applicable) and must carry appropriate insurance. At minimum, **\$2,000,000 in Commercial General Liability insurance** coverage is required (naming the Municipality of Sioux Lookout as an additional insured). Proof of insurance must be provided before contract award. The contractor is also responsible for all required worker's compensation coverage – e.g. registration with the Workplace Safety and Insurance Board (WSIB) in Ontario – for their employees, and **must provide a WSIB clearance certificate** in good standing.
- **Safety and Regulations:** The contractor must adhere to all applicable safety laws and regulations. Operators shall use appropriate personal protective equipment and operate equipment safely, especially around public areas. Flashing amber warning lights shall be used on vehicles during snow operations. The contractor must ensure that no unsafe conditions (like large snow piles blocking sightlines, or overly slippery surfaces) are left at the sites. Any accidents, property damage, or injuries must be reported to the Municipality immediately.
- **Environmental Considerations:** Snow that is pushed into piles must be placed where drainage is adequate to avoid flooding or icing of sidewalks. The use of sand/salt should be controlled to avoid excessive accumulation of sand in spring or salt runoff; the contractor should use sensible salting practices (only as necessary for traction and safety).
- **Reference Checks:** The Municipality reserves the right to request references or to consider the contractor's past performance (if they have previously worked for the Municipality or other clients) as part of determining suitability.

5. Quotation Submission Requirements

When preparing your quotation, please include the following details for a complete submission:

- **Company Information:** Provide the full legal company name, business address, and contact information of the vendor. Include the name and title of the primary contact person for this quote.
- **Experience & Qualifications:** A brief description of your company's experience with snow removal and sanding services. Highlight any current or past contracts of similar scope (particularly for public sector or institutional clients). You may attach reference letters or provide contact information for references.
- **Equipment List:** Outline the equipment you intend to use for this contract (plow trucks, loaders, sanders, etc.), including the quantity of each and any backup equipment available. This demonstrates you have the capacity to service multiple sites promptly.
- **Service Approach:** Describe your approach to fulfilling the contract. For example, explain how many crews or operators you will have available, how you plan to cover the multiple locations and priorities, how you will handle communications and dispatch during a snow event, and how you will ensure timely completion (especially for early morning requirements).
- **Pricing:** Provide a clear pricing structure for the services (see Section 6 for details on how to format the pricing). At minimum, the quote should specify the cost for plowing and sanding each location per snow event. If your pricing model includes hourly rates or different rates based on snowfall depth, be sure to explain these clearly or use the format requested.
- **Additional Charges:** Clearly state any additional fees that may apply, such as a call-out charge, minimum charge per visit, or surcharges for extreme conditions (if any). The Municipality prefers a simple per-event pricing model, but if there are any conditions that would alter pricing (e.g. snowfall above a certain depth requiring multiple visits), this should be noted.
- **Documentation:** Include proof of insurance (or a letter of intent from your insurer) showing the required coverage, and a WSIB clearance certificate (or indicate that it will be provided upon award). Including these in your submission will expedite the contracting process.
- **Validity of Quote:** State that the pricing and terms in your quote are valid for at least 60 days from the RFQ closing date. This allows the Municipality sufficient time to review submissions and obtain approvals before awarding, without concerns of prices expiring.

Quotes must be submitted to Yajvir Deswal, Engineering & Capital Projects Manager (see Section 7 for instructions) and ensure that the quote is signed by an authorized representative of your company.

6. Pricing Format and Scenario

For consistency in evaluation, proponents are requested to submit pricing in the following format:

- **Unit Price per Location:** Provide a price per snow clearing event (plowing and sanding combined) for each of the following locations:
 - Municipal Office parking lot – Plowing & sanding (per event)
 - Heritage Railway Station– Plowing & sanding (per event)
 - Centennial Centre (rear lot) – Plowing & sanding (per event)
 - Recreation Centre parking lot – Plowing & sanding (per event)
 - Travel Information Centre parking lot – Plowing & sanding (per event)
 - Hugh Allen Clinic parking lot – Plowing & sanding (per event)
 - Municipal Parking Lot Adjacent to Red Apple – Plowing & sanding (per event)
 - Hillcrest Business Park – Parking Lot – Plowing & sanding (per event)
 - Cedar Bay parking area – Plowing & sanding (per event)

Each “event” is defined as a continuous snow occurrence or storm after which plowing/sanding is completed. If a single storm requires multiple visits (e.g., during a prolonged snowfall), each visit can be considered a separate event for billing unless you prefer to quote a flat rate for the entire storm’s accumulation – in which case clarify the depth/timeframe that flat rate covers.

- **Sanding Only (if applicable):** Optionally, specify a rate for sanding-only service per location per call-out (for situations where only ice control is needed without plowing, such as freezing rain or light dustings of snow).
- **Hourly Rates:** Provide hourly rates for equipment and operators in case the Municipality requests additional services outside the normal scope. List the hourly rate for each type of equipment you can provide (e.g., plow truck with operator, loader with operator, etc.). These rates would be used only for extra or emergency work (for example, if heavy equipment is needed to remove unusually large snow piles, or if assistance is needed in clearing public roads).
- **Heavy Snowfall Scenario:** For comparison purposes, please provide an example scenario cost: assume a single snowstorm deposits 100 mm (10 cm) of snow in a 24-hour period. The Municipality requests that you clear three (3) specific sites – for example, the Municipal Office, Recreation Centre, and Heritage Railway Station parking lots – by the following morning. Indicate what the total cost would be to plow and sand those three sites in that scenario. (State any assumptions in your calculation, such as whether multiple plow passes would be required during the storm or a single clearing at the end.) This scenario is for

Snow Plowing and Sanding Services (Winter 2025-2026)

evaluation only, to help us gauge costs for a heavy snowfall event covering multiple facilities. ****This scenario is for evaluation purposes only and is not intended to represent a typical total event across all sites****

Please ensure the pricing is clear about whether it includes all necessary materials (fuel, sand/salt, etc.) and labor. Prices should be quoted before HST (taxes extra). The Municipality prefers a per-event flat rate model for each site (for budgeting predictability), rather than pricing strictly by the hour or by centimetres of accumulation, except for extraordinary events. If your quote structure deviates from this, it may still be considered, but clarity is crucial.

7. RFQ Timeline

- **RFQ Issued:** Friday October 24, 2025
- **Optional Site Meeting:** Thursday, October 30, 2025 at 10:00 a.m., (local time), CDT. Contractors may meet at the Municipal Office (Town Hall), 25 Fifth Avenue, parking lot for a brief tour of the various sites (optional; but recommended to familiarize yourselves with the locations and scope). Please confirm the visit by contacting the designated person in Section 10.
- **Deadline for Questions:** October 31, 2025 at 3:00 p.m., (local time), CDT– Questions regarding this RFQ must be submitted in writing (via email) to the Contact person listed. Responses to all questions will be issued to all prospective bidders via addendum on municipal website and by email by November 03, 2025 (so that all bidders have the same information).
- **RFQ Closing (Submission Deadline):** *Please submit your written quotation clearly marked:*

“Request for Quote No. 033-2025 for Snow Plowing and Sanding Services (Winter 2025 – 2026)”

By November 06, 2025 at 2:00 p.m. (local time) CDT to:

*Yajvir Deswal
Engineering & Capital Projects Manager*

*Municipality of Sioux Lookout
PO Box 158, 25 Fifth Avenue, Sioux Lookout ON P8T 1A4
Email: ydeswal@siouxlookout.ca*

There will be no in-person public opening.

- **Award Notification (estimated):** November 2025 – All bidders will be informed of the outcome. The selected contractor will be notified, and a service agreement will be finalized shortly thereafter.
- **Commencement of Services:** November 2025 (or as soon as possible after award) – The successful contractor should be prepared to begin services by mid November or when the first significant snowfall occurs. The contract will run until approximately April 30, 2026 (end of winter season), with the possibility of extension or renewal for future winters based on performance.

8. Evaluation and Award

Quotations will be evaluated on a combination of factors, including:

- **Pricing:** Competitiveness of the pricing for the services requested (total cost and breakdown as provided in Section 6). While price is a significant factor, it is not the sole criterion.
- **Ability to Meet Requirements:** The contractor's capability to fulfill the RFQ requirements, especially the critical timing and priority service aspects. This includes evaluation of the proposed work plan, adequacy of equipment and staffing, and demonstrated understanding of the scope.
- **Experience and References:** The bidder's relevant experience in similar work and performance history. Positive references or past satisfactory work for similar clients (including municipalities) will strengthen a bid.
- **Completeness and Clarity:** The clarity, completeness, and professionalism of the quotation itself. Bids that follow the requested format and include all required information will be evaluated more favorably, as they indicate attention to detail and understanding of the Municipality's needs.
- The Municipality may complete a **Contractor Performance Evaluation** following each winter season to assess quality and timeliness of service for potential renewal consideration.

The Municipality will review all valid submissions and may seek to clarify details with one or more bidders before making a decision. The Municipality also reserves the right to negotiate minor adjustments to the scope or terms with the top-ranked bidder before finalizing the award, if necessary.

Contract Award: The Municipality intends to award the contract to the bidder that offers the best overall value and service capability for the community. However, the Municipality reserves the right to reject any or all quotations, or to accept the offer

deemed most favorable. The lowest or any quote will not necessarily be accepted. In other words, the contract may not be awarded solely on the basis of lowest price if other factors make an alternative quote more advantageous. The Municipality may also choose to award parts of the work to one or more contractors (for example, splitting locations between contractors) or to not award certain portions at all, depending on the quotations received and internal resource considerations.

If a quotation is accepted, the successful contractor will be expected to enter into a written service agreement with the Municipality incorporating the terms of this RFQ and the contractor's quote. Failure to execute the agreement or to meet prerequisite requirements (e.g. providing proof of insurance) in a timely manner may result in the Municipality withdrawing the offer and considering the next preferred bidder or other arrangements.

9. Terms and Conditions

- **No Contract until Agreement:** This RFQ is an invitation for quotations only and does not commit the Municipality to enter into any contract. No contractual relationship is created or implied by the issuance of this RFQ or by the submission of a quotation by a bidder. A binding contract will only arise if and when a formal agreement is executed between the Municipality and the successful bidder.
- **Right to Cancel:** The Municipality may cancel this RFQ or postpone the closing date at any time, for any reason, and without liability for any costs incurred by bidders. The Municipality may also elect not to proceed with any of the submissions and not award any contract, without obligation to any bidder.
- **Bidders' Costs:** All costs and expenses incurred by bidders in preparing and submitting a response to this RFQ (including any work on estimates, attending site visits, etc.) are entirely the responsibility of the bidder. No reimbursement will be provided by the Municipality for any such costs.
- **Addenda and Communication:** Any clarifications, changes, or supplemental information will be issued in the form of written addenda and will be uploaded to the municipal website. Bidders must acknowledge in their quote that they have received all addenda. It is the bidder's responsibility to monitor for any addenda.
- **Conflict of Interest:** Bidders must disclose any actual or potential conflict of interest in their quotation. The Municipality reserves the right to disqualify a

Snow Plowing and Sanding Services (Winter 2025-2026)

bidder if, in the Municipality's opinion, a conflict of interest or an unfair advantage exists.

- **Insurance and Indemnity:** The successful contractor must maintain the insurance coverage specified in Section 4 for the duration of the contract. The contractor shall indemnify and hold harmless the Municipality, its officials, employees, and agents from all claims, demands, and actions arising out of the contractor's performance of the work, including any acts or omissions of the contractor's employees or equipment.
- **Regulatory Compliance:** The contractor shall comply with all applicable federal, provincial, and municipal laws, regulations, and bylaws throughout the performance of the work (including but not limited to traffic and parking regulations, occupational health and safety regulations, and environmental laws regarding salt usage near waterways).
- **Workmanship:** All services shall be performed in a professional, workmanlike manner. The Municipality expects quality results; if any portion of the work is not performed to standards (for instance, if a parking lot is not adequately cleared), the contractor shall promptly remedy the situation upon notice, at no additional cost.
- **Payment Terms:** The contractor will invoice the Municipality on a regular basis (monthly or after each significant event, as agreed upon in the contract). Invoices must itemize the services provided (dates of service, locations cleared, number of events, etc.) and will be paid as per the agreed unit prices. The Municipality's standard payment term is Net 30 days from receipt of a correct invoice.
- **Termination:** The Municipality reserves the right to terminate the contract for convenience with a notice (e.g., 15 or 30 days notice) or immediately for cause (such as non-performance or violation of terms). If terminated for convenience, the contractor will be paid for services rendered up to the termination date. If terminated for cause, the Municipality may withhold payment for any portion of work not properly performed and may claim damages if applicable.
- **Subcontracting:** The contractor shall not subcontract any portion of the work without prior written consent from the Municipality. If subcontracting is approved, the contractor remains fully responsible for the performance and actions of any subcontractor.
- **Acceptance of Terms:** By submitting a quotation, the bidder acknowledges that they have read, understood, and accepted all the provisions of this RFQ. The bidder agrees that the submission of a quote constitutes a firm offer to enter into

10. Communications / RFQ Contact

For all inquiries, clarifications or other communications regarding this RFQ, proponents must contact the individual named below. All questions or requests for clarification must be submitted in writing (email is acceptable) no later than Friday, *October 31, 2025*. Answers or clarifications will be provided to all proponents in the form of written addendum if needed.

RFQ Contact:

Yajvir Deswal

Engineering & Capital Projects Manager

Municipality of Sioux Lookout

Email: ydeswal@siouxlookout.ca

Office: 807-737-2700, ext. 6002

Mobile: 807-738-2904