



SIoux LOOKOUT
Hub of the North

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

Request for Proposals (RFP) No. R025-2026

Hudson Winter Road Maintenance Services

2026 to 2031 Contract Term

Procurement Type	Request for Proposals
Issue Date	August 7, 2026
Closing Date and Time	October 2, 2026, at 2:00 PM Central Time
Contract Term	November 1, 2026, to April 30, 2031
Optional Extension	One additional five-year term, subject to Municipal approval and mutual agreement
Owner	The Corporation of the Municipality of Sioux Lookout

Prepared by:
The Corporation of the Municipality of Sioux Lookout
25 Fifth Avenue, PO Box 158
Sioux Lookout, ON, P8T 1A4

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Part 1 - Invitation and Key Procurement Information

1.1 Invitation

The Corporation of the Municipality of Sioux Lookout is requesting proposals from qualified contractors to provide winter road maintenance services for the Hudson and Goodie Lake Road area.

The work includes snow plowing, sanding and ice control, winter road patrol, standby availability, response to winter road conditions, record keeping and related services as described in this RFP.

The lowest-priced or any proposal will not necessarily be accepted. The Municipality intends to award to the proposal that provides the best overall value, taking into account price, equipment, experience, availability, local response capability and risk to the Municipality.

1.2 Key Dates

Item	Date / Requirement
Issue Date	August 7, 2026
Deadline for Questions	September 28, 2026
Optional Site Visit	August 20, 2026, at 1:30pm, meeting at Public Works
Closing Date and Time	October 2, 2026, at 2:00 PM Central Time
Anticipated Award	October 21, 2026

The Municipality may amend any date by addendum.

1.3 Contract Term

The initial contract term is for five winter maintenance seasons:

Season	Service Period
Year 1	November 1, 2026 to April 30, 2027
Year 2	November 1, 2027 to April 30, 2028
Year 3	November 1, 2028 to April 30, 2029
Year 4	November 1, 2029 to April 30, 2030
Year 5	November 1, 2030 to April 30, 2031

The Municipality may, at its sole discretion, extend the contract for one additional five-year term. Any extension is subject to satisfactory performance, operational need, budget approval, acceptable pricing and mutual written agreement. The Municipality is not obligated to extend the contract.

1.4 RFP Documents

The RFP documents include this RFP and all appendices, forms, maps and addenda issued by the Municipality. In the event of a conflict, written addenda issued by the Municipality shall take precedence over the original RFP documents.

Part 2 - Instructions to Proponents

2.1 Procurement Contact

All questions and communications regarding this RFP shall be directed only to the Procurement Contact identified below:

Name	Title / Organization	Contact Information
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Jeff Hawley	Public Works Manager, Municipality of Sioux Lookout	Office: 807.737.2700 ext. 6001 Email: jhawley@siouxlookout.ca
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Proponents shall not contact members of Council or other Municipal staff regarding this RFP except through the Procurement Contact. Any attempt to influence the process outside the permitted communication channel may result in disqualification.

2.2 Submission Method and Closing

Proposals shall be submitted before the closing date and time stated on the cover page. Late submissions will not be accepted.

Submissions shall be delivered to:

The Corporation of the Municipality of Sioux Lookout
Attention: Brian P. MacKinnon, CAO/Clerk
25 Fifth Avenue, PO Box 158
Sioux Lookout, ON P8T 1A4

Electronic submissions will not be accepted.

Fax submissions will not be accepted.

2.3 Questions and Addenda

Questions shall be submitted in writing to the Procurement Contact by the deadline stated in Section 1.2. The Municipality may issue responses by addendum. Only written addenda issued by the Municipality form part of this RFP. Proponents are responsible for reviewing and acknowledging all addenda before submitting a proposal.

2.4 Optional Site Visit and Site Familiarization

The Municipality may hold an optional site visit. If scheduled, the date, time and meeting location will be identified in Section 1.2 or issued by addendum.

Whether or not a site visit is held, each Proponent is responsible for satisfying itself as to the local conditions, road network, travel distance, turnaround areas, winter sand storage requirements, equipment suitability, access constraints and any other condition that may affect performance or pricing. No claim for additional compensation will be considered based solely on a Proponent misunderstanding the contract area or local conditions.

2.5 Proposal Validity

Proposals shall remain irrevocable and open for acceptance for 120 days following the closing date unless otherwise agreed to in writing by the Municipality.

2.6 Cost of Proposal Preparation

All costs incurred by a Proponent in preparing, submitting or presenting a proposal are the sole responsibility of the Proponent. The Municipality shall not be liable for any such costs, whether or not a contract is awarded.

2.7 Conflict of Interest

Proponents shall disclose any actual, potential or perceived conflict of interest in their proposal. The Municipality may determine whether a conflict exists and may disqualify a proposal where the conflict cannot be appropriately managed.

Part 3 - Background, Contract Area and Service Standards

3.1 Background

The Municipality is seeking reliable winter road maintenance services for Hudson and Goodie Lake Road. The work supports safe and reasonable winter access for residents, emergency services, school transportation and general public use.

The contract is intended to provide a practical, responsive and locally appropriate winter maintenance service for a small road network. The Contractor must be able to respond to changing weather, drifting, packed snow, ice and Municipal direction in a timely manner.

3.2 Contract Area

The work includes winter maintenance for the following areas:

Zone	Description	Approximate Length
Zone 1 - Hudson	Municipal roadways within the community of Hudson, as generally shown in Appendix A.	6.6 km
Zone 2 - Goodie Lake Road	Goodie Lake Road located approximately 5.2 km west of Hudson, as generally shown in Appendix A.	2.2 km

Proposals must include the full contract area. Partial proposals for only one zone or selected roads will not be accepted unless otherwise approved in writing by the Municipality.

3.3 Highway 664 Exclusion

Highway 664 is under the jurisdiction of the Ministry of Transportation and is not included in this contract. The Contractor shall not include winter maintenance of Highway 664 in proposal pricing, except where crossing or connecting to municipal road limits is necessary to complete the municipal work safely and lawfully.

3.4 Road Classification and Service Priority

Hudson roads are understood to include Class 5 and Class 6 roads. Class 5 roads shall be maintained in a manner that supports the Municipality's obligations under Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways, as amended. The Municipality expects Class 6 roads to be maintained to the same standards of Class 5 roads under this contract and or as directed by the Municipality.

Priority	Road Type / Location	Service Expectation
1	Class 5 roads	Maintain first and in support of applicable minimum maintenance standards.
2	Hills, curves, intersections, stop approaches and known icy areas	Plow and/or sand as conditions require.
3	Class 6 roads	Maintain immediately after Class 5 roads are complete or Municipal direction requires otherwise.
4	Turnarounds, widening areas and localized areas	Maintain as required to support access and operations.

The Municipality may adjust priorities based on weather, road conditions, emergency access, complaints, school transportation, equipment availability or operational need.

3.5 Winter Sand

Winter sand for Zone 1 and Zone 2 will be supplied by the Municipality. The Municipality may deliver winter sand to Hudson upon request, provided that the Contractor gives at least 48 hours notice.

If winter sand is delivered to Hudson, the Contractor shall provide and maintain an acceptable storage area. Unless otherwise directed by the Municipality, the Contractor is responsible for loading, hauling and applying winter sand. The Contractor shall use winter sand in a reasonable and efficient manner.

Part 4 - Scope of Services

4.1 General Responsibilities

The Contractor shall provide all labour, equipment, operators, supervision, fuel, maintenance, insurance and incidentals required to provide the services, except for winter sand supplied by the Municipality.

The work includes:

- Snow plowing and opening travelled lanes.
- Sanding and ice control.
- Daily winter road patrol during the regular winter maintenance season.

- Standby availability during the regular winter maintenance season.
- Response to winter road conditions, Municipal direction and emergency access concerns.
- Clearing intersections, hills, curves, stop approaches and turnarounds.
- Addressing drifting, snow buildup, packed snow and icy conditions.
- Winging back or pushing back snowbanks where required and practical.
- Maintaining service records and submitting monthly invoices with supporting documentation.
- Reporting unsafe conditions, access issues, complaints, incidents, damage or service limitations to the Municipality.
- Providing backup equipment when required.
- Participating in a pre-season meeting if requested by the Municipality.

4.2 Snow Plowing

The Contractor shall plow roads when snow accumulation, drifting, packed snow or road conditions require winter maintenance. Plowing shall be completed in a safe, timely and efficient manner, taking into account weather, visibility, road priority, available equipment and Municipal direction.

Snow plowing shall include, where required:

- Opening travelled lanes.
- Clearing intersections and stop-controlled approaches.
- Maintaining hills, curves and turnarounds.
- Addressing drifting areas.
- Winging back snowbanks where required.
- Maintaining reasonable road width where practical.

The Contractor shall not create unsafe snowbanks, block driveways unnecessarily, obstruct intersections or leave unsafe windrows across travelled portions of municipal roads.

4.3 Sanding and Ice Control

The Contractor shall apply winter sand or approved abrasive material to address icy or slippery road conditions. Priority sanding locations include hills, curves, intersections, stop-controlled approaches, roadway approaches, recurring ice areas, drifting areas and other areas identified by the Municipality.

The Municipality may direct the Contractor to increase, reduce or adjust sanding in specific areas based on conditions and operational need.

4.4 Daily Standby and Patrol

The Contractor shall provide standby availability during the regular winter maintenance season from November 1 to April 30 of each contract year.

The daily standby rate shall include one daily road patrol to assess winter road conditions, including snow accumulation, drifting, traction and ice formation. The Contractor shall keep a daily patrol record. At minimum, the record shall include the information requested in Appendix D.

Daily patrol records shall be submitted with the monthly invoice. Failure to submit daily patrol records may result in the standby payment being withheld for the applicable date or period.

4.5 Work Outside the Regular Winter Season

The regular winter maintenance season is November 1 to April 30. If winter maintenance is required before November 1 or after April 30, the Municipality may request the Contractor to complete the work using the approved contract equipment rates. Daily standby payments shall not begin before November 1 and shall not continue after April 30 unless approved in writing by the Municipality.

4.6 Addition or Removal of Roads

The Municipality reserves the right to add or remove roads, road sections, turnarounds or service areas during the contract term. Where a change materially affects the scope of work, the Municipality and Contractor may review the impact on pricing. Any pricing change must be approved in writing by the Municipality before taking effect.

4.7 Damage

The Contractor shall be responsible for damage caused by its operations, employees, equipment, subcontractors or agents. Damage may include signs, culverts, road shoulders, guideposts, mailboxes damaged by direct equipment contact, private property, road surfaces and other municipal or private infrastructure.

The Contractor shall report damage to the Municipality as soon as practical. The Municipality may require the Contractor to repair damage or reimburse the Municipality for repair costs where damage is caused by the Contractor's operations.

Part 5 - Contractor Resources and Compliance Requirements

5.1 Equipment Requirements

The Contractor shall provide equipment suitable for winter maintenance in the Hudson and Goodie Lake Road area. The following equipment, or approved equivalent, is expected:

Equipment	Minimum Expected Capability
Combination plow and sander truck	Class 6 diesel truck or greater, suitable GVW, in-cab sanding controls, sanding unit capable of holding approximately 2 to 4 cubic metres of sand, suitable plow equipment and warning lights. A wheel loader or equivalent may be considered if it can perform the required work to the satisfaction of the Municipality, provided that sanding capability is also available.
Loader with bucket and blade attachments	Caterpillar 930M or equivalent, bucket attachment, blade attachment and warning light.
Grader	Caterpillar 120M or equivalent, suitable for ice blading and packed snow removal, with warning light. If a grader is not available, the Proponent must identify how ice buildup and packed snow will be addressed.
Small loader	Caterpillar 416F 4-wheel drive or equivalent, suitable for narrow roads, tight areas, turnarounds and localized work, with warning light.
Backup equipment	Backup equipment or an alternate equipment plan sufficient to maintain service if primary equipment is unavailable.

5.2 Equipment Availability and Substitutions

If listed equipment is not operational when required, the Contractor shall obtain alternate equipment at no additional cost to the Municipality beyond the rates included in the contract, unless otherwise approved in writing by the Municipality. Equipment substitutions shall be subject to Municipal acceptance.

5.3 Staffing and Emergency Contacts

The Contractor shall provide properly licensed, trained and competent operators. The Contractor shall provide emergency contact information for at least two contacts who can be reached during the winter maintenance season.

The Contractor shall respond promptly when contacted by the Municipality regarding winter road conditions, service requests, emergency access or operational concerns.

5.4 Health and Safety

The Contractor shall comply with all applicable health and safety legislation, including the Occupational Health and Safety Act and related regulations. The Contractor shall ensure that workers are trained, competent and equipped to complete the work safely. The Contractor is responsible for safe equipment operation, warning lights, traffic awareness, operator safety and safe work procedures.

5.5 Insurance

The successful Contractor shall provide and maintain insurance coverage satisfactory to the Municipality throughout the contract term. At minimum, the Contractor shall provide:

- Commercial General Liability Insurance in an amount not less than \$5,000,000 per occurrence.
- Automobile Liability Insurance for vehicles used in the work.
- The Municipality named as an additional insured with respect to the work.

- A certificate of insurance provided before contract execution.
- At least 30 days written notice to the Municipality before cancellation or material change, where available from the insurer.

The Municipality may request proof of insurance at any time during the contract term.

5.6 WSIB

The Contractor shall provide a valid WSIB clearance certificate before commencing work and upon request during the contract term. If the Contractor is exempt from WSIB coverage, the Contractor shall provide documentation satisfactory to the Municipality confirming the exemption.

The Contractor is not an employee of the Municipality. The Contractor and its employees are not covered by the Municipality under WSIB, Employment Insurance, Canada Pension Plan or any other provincial or federal program.

5.7 Indemnification

The Contractor shall indemnify and save harmless The Corporation of the Municipality of Sioux Lookout, its elected officials, officers, employees and representatives from claims, losses, damages, costs or expenses arising from the Contractor's performance of the work, except to the extent caused by the negligence or willful misconduct of the Municipality.

Part 6 - Records, Invoicing and Payment

6.1 Required Records

The Contractor shall maintain accurate and complete records for all patrols, work completed, equipment used and conditions observed. Records shall be sufficient for the Municipality to confirm that services were completed and to support payment.

At minimum, records shall identify the date, time, weather, road conditions, person completing the patrol, roads inspected, work completed, equipment used, hours worked, approximate sand used, incidents, hazards, complaints, access issues, damage and any Municipal direction received.

6.2 Monthly Invoices

The Contractor shall submit invoices monthly within the first seven calendar days of the month following the month in which the work was completed. Invoices shall include:

- Daily standby charges.
- Daily patrol records.
- Date and time of work completed.
- Type of work completed, such as plowing, sanding, ice blading or other approved work.
- Equipment used.
- Hours worked.
- Roads or areas serviced.
- Operator name.
- Any incidents, access concerns, damage or Municipal direction.

6.3 Basis of Payment

Rates shall include all labour, equipment, operators, fuel, maintenance, attachments, insurance, overhead, profit and related costs, except for winter sand supplied by the Municipality.

The basis of payment for equipment work shall be actual equipment working hours at the approved contract rates. Payment shall not include meal periods, inactive time, travel time, equipment downtime or standby time unless specifically provided for in the contract or approved in writing by the Municipality.

The Municipality may withhold payment for work that is not supported by adequate records or that does not comply with the contract.

6.4 Deficiencies and Municipal Completion of Work

If the Contractor fails to perform required work to the satisfaction of the Municipality, the Municipality may issue a notice of deficiency. Where the deficiency creates a safety concern, access concern, emergency concern or operational risk, the Municipality may complete the work using Municipal forces or another contractor. The Contractor shall be responsible for reasonable costs incurred by the Municipality to complete work that the Contractor failed to perform.

Part 7 - Proposal Submission Requirements

Proponents should organize submissions in the same order as the table below. The Municipality may reject incomplete submissions.

Requirement	What to Submit
1. Completed Pricing Form	Complete and sign Appendix B. All rates must be in Canadian dollars, excluding HST unless noted.
2. Company Information	Legal company name, address, primary contact, email and phone number.
3. Experience	Relevant winter road maintenance experience, including similar small-community or rural road work.
4. Equipment List	Complete Appendix C with primary and backup equipment, including make, model, year, ownership status and location where equipment will be stored.
5. Staffing and Response Plan	Operators, emergency contacts, availability, response approach and how calls or changing weather conditions will be handled.
6. Patrol and Record Keeping Approach	Confirm ability to complete daily patrols and submit the required records.
7. Insurance	Confirmation that required insurance can be provided before contract execution.
8. WSIB	Confirmation of WSIB coverage or exemption.
9. References	Minimum two references for similar winter maintenance or road maintenance services.
10. Assumptions / Exclusions	Clearly identify any assumptions, exclusions or exceptions. The Municipality may reject qualifications that create unacceptable risk or uncertainty.
11. Addenda Acknowledgement	Complete Appendix E.1
12. Proponent Declaration	Complete Appendix E.2

Part 8 - Evaluation and Award

8.1 Mandatory Compliance Review

The Municipality may first review proposals for mandatory compliance. A proposal may be rejected if it is late, incomplete, unsigned where a signature is required, conditional in a manner unacceptable to the Municipality, missing the pricing form or otherwise non-compliant with a material requirement of this RFP.

8.2 Rated Evaluation

Compliant proposals will be reviewed based on best overall value to the Municipality. Evaluation may include the following criteria:

Criteria	Weight
Price and overall value	40%
Equipment suitability and backup equipment	25%
Winter maintenance experience and local knowledge	20%
Standby, patrol, response and record keeping approach	15%
Total	100%

The Municipality may consider references, past performance, ability to respond, equipment availability, local presence, qualifications or exclusions, service risk and any other factor relevant to best overall value.

8.3 Clarifications, Interviews and Negotiations

The Municipality may request clarification, conduct interviews, verify references or negotiate with one or more Proponents. The Municipality is not obligated to negotiate and may proceed directly to award if it determines that doing so is in its best interest.

8.4 Award

Award of the contract is subject to Municipal approval, satisfactory references, confirmation of insurance, confirmation of WSIB clearance or exemption, agreement on final contract terms and submission of any required documents. The successful Proponent shall not commence work until authorized by the Municipality.

Part 9 - Contract Administration, Default and Termination

9.1 Pre-Season Meeting

Before each winter maintenance season, the Municipality may require a pre-season meeting with the Contractor to review service expectations, contact information, sand supply, equipment, complaint handling, record keeping and known operational issues.

9.2 Performance Issues

If the Contractor fails to perform the work to the satisfaction of the Municipality or fails to comply with the contract, the Municipality may issue a notice of deficiency. The Contractor shall correct the deficiency within the time specified by the Municipality.

9.3 Termination for Cause

The Municipality may terminate the contract if the Contractor repeatedly fails to perform the work, fails to maintain required insurance or WSIB status, fails to provide adequate equipment or staffing, fails to maintain records, abandons the work or otherwise breaches the contract. If the contract is terminated for cause, the Municipality may declare the Contractor ineligible to bid on Municipal work for a period of up to 12 months following termination.

9.4 Optional Extension

The Municipality may offer to extend the contract for one additional five-year term. Any extension shall be subject to satisfactory Contractor performance, continued need for the service, budget approval, acceptable pricing, mutual written agreement and any required Municipal approval. The Municipality is not obligated to extend the contract.

Part 10 - Rights of the Municipality

The Municipality reserves the right to:

- Accept or reject any or all proposals.
- Cancel, amend or reissue this RFP.
- Waive minor irregularities.
- Request clarification or additional information.
- Verify information provided by a Proponent.
- Conduct reference checks and consider past performance.
- Negotiate with the preferred Proponent.
- Award the contract to the proposal that provides the best overall value.
- Reject the lowest-priced proposal.
- Correct arithmetic errors.
- Not award a contract.

This RFP does not create a commitment to award a contract. No contract shall exist until a formal agreement, purchase order or other written authorization has been issued by the Municipality.

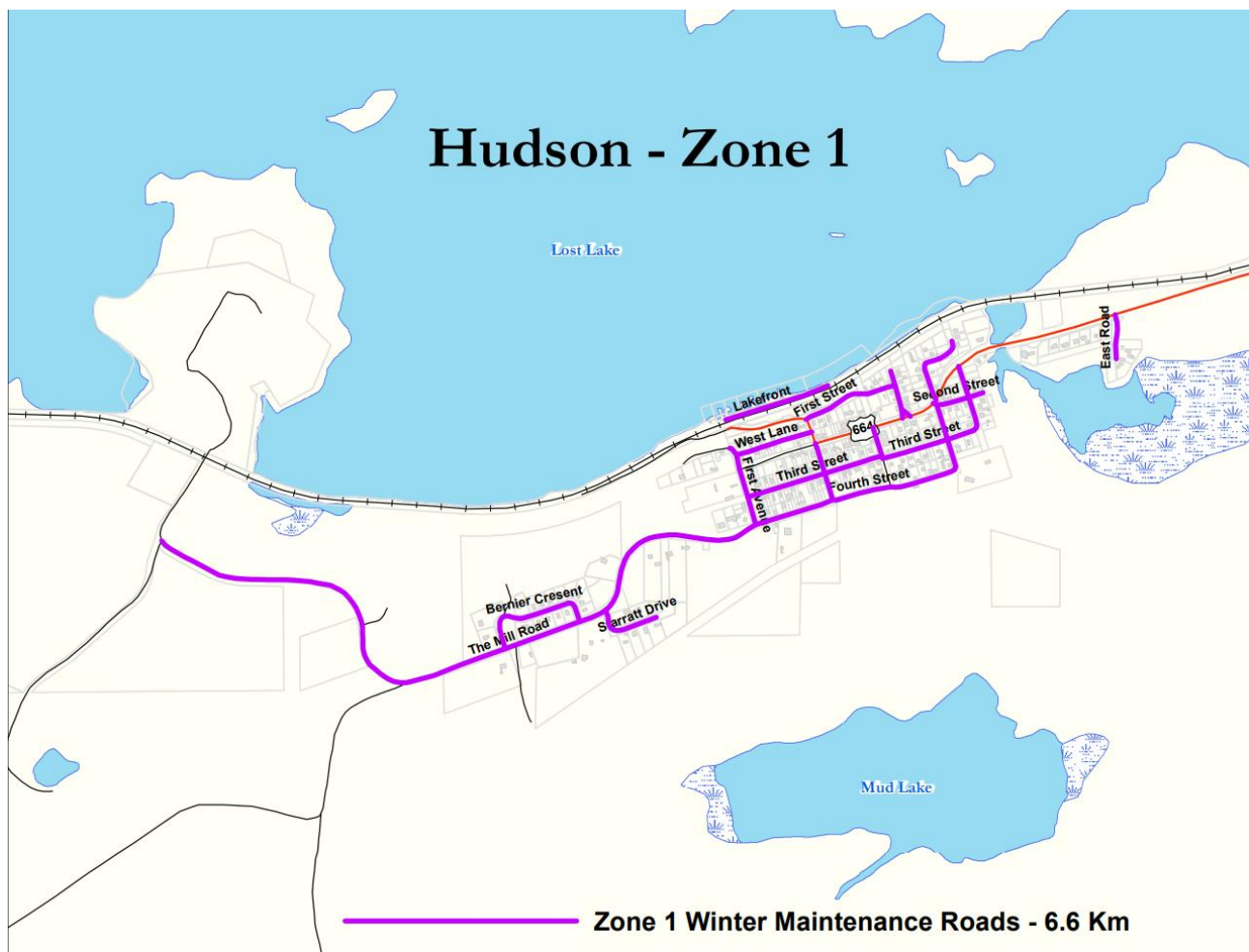
Appendix A - Contract Area, Road List and Maps

A.1 Contract Area Summary

Zone	Approximate Area / Roads	Approximate Length	Notes
Zone 1 - Hudson	Municipal roads within Hudson shown on the map below.	6.6 km	Highway 664 is excluded.
Zone 2 - Goodie Lake Road	Goodie Lake Road from Frenchmans Head turnoff area to turnaround at/near Bernier Beach Road, as shown on the map below.	2.2 km	Approximate location and limits to be verified by Proponent.

Road limits and maps are provided for general reference. Proponents are responsible for verifying route conditions, access, turnarounds, storage requirements and equipment suitability before submitting a proposal.

A.2 Hudson - Zone 1



A.3 Goodie Lake Road - Zone 2



Appendix B - Pricing Form

This pricing form must be completed and submitted with the proposal. Prices shall be in Canadian dollars and shall exclude HST unless otherwise noted. Rates shall include all labour, equipment, operators, fuel, maintenance, attachments, insurance, overhead, profit and related costs, except for winter sand supplied by the Municipality.

If there is a conflict between a unit rate and an extended price, the unit rate will govern and the Municipality may correct the arithmetic. The Municipality may evaluate pricing using the rates submitted and estimated quantities selected for evaluation purposes only. Estimated quantities are not a guarantee of work or payment.

B.1 Proponent Information

Item	Response
Legal Company Name	
Primary Contact	
Email	
Phone	
HST Registration No.	

B.2 Daily Standby and Patrol Rate

The daily standby rate shall include standby availability and one daily winter road patrol for the full contract area. The daily rate is payable for each calendar day within the regular winter maintenance season, subject to satisfactory records and contract compliance.

Winter Season	Calendar Days for Pricing	Daily Standby / Patrol Rate	Seasonal Standby Total
Nov. 1, 2026 to Apr. 30, 2027	181	\$_____ / day	\$_____
Nov. 1, 2027 to Apr. 30, 2028	182	\$_____ / day	\$_____
Nov. 1, 2028 to Apr. 30, 2029	181	\$_____ / day	\$_____
Nov. 1, 2029 to Apr. 30, 2030	181	\$_____ / day	\$_____
Nov. 1, 2030 to Apr. 30, 2031	181	\$_____ / day	\$_____

B.3 Hourly Equipment Rates - Including Operator

Hourly equipment rates shall apply only to approved working hours. Rates shall include operator, fuel, attachments, mobilization within the contract area, maintenance, insurance, overhead and profit. Do not include HST.

Equipment / Service	Year 1 2026-2027	Year 2 2027-2028	Year 3 2028-2029	Year 4 2029-2030	Year 5 2030-2031
Combination plow / sander truck	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr
Loader with bucket and blade	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr
Grader	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr
Small loader / backhoe	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr
Other: _____	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____ / hr

B.4 Work Outside Regular Winter Season

Work requested before November 1 or after April 30 shall be completed only when authorized by the Municipality. Unless a different rate is stated below and accepted by the Municipality, the hourly equipment rates in Section B.3 shall apply.

Item	Proposed Rate / Pricing Basis	Notes / Conditions
Plowing outside Nov. 1 to Apr. 30	\$_____ / hr or same as B.3	
Sanding outside Nov. 1 to Apr. 30	\$_____ / hr or same as B.3	
Other approved winter maintenance work	\$_____ / hr	
Emergency call-out, if any	\$_____	If no amount is inserted, no separate call-out charge shall apply.

B.5 Optional Contract Extension Pricing

Proponents should identify the proposed pricing approach for the optional five-year extension. Any extension remains subject to Municipal approval and mutual written agreement.

Extension Pricing Approach	Proponent Response
Fixed rates for extension years	Yes / No: _____ Details: _____
Annual percentage adjustment	_____ % per year, or formula: _____
Index-based adjustment	Index / formula: _____
Other	_____

B.6 Assumptions, Exclusions or Qualifications

List all assumptions, exclusions or qualifications. If none, state "None". The Municipality may reject pricing that contains assumptions or exclusions that create unacceptable uncertainty or risk.

Assumption / Exclusion / Qualification	Impact on Price or Service

B.7 Price Form Signature

By signing below, the Proponent confirms that the pricing submitted is complete and that the Proponent understands the pricing requirements of this RFP.

Dated at: _____
This: _____ day of _____, 2026
Company / Contractor: _____
Authorized Representative: _____
Title: _____
Signature: _____
Email: _____
Phone: _____

Appendix C - Equipment, Staffing and Emergency Contact Form

C.1 Proposed Equipment

Equipment	Type / Use	Make / Model	Year	Owned / Leased / Other	Stored Location During Season	Hourly Rate Ref.
Vehicle / Equipment 1						
Vehicle / Equipment 2						
Vehicle / Equipment 3						
Vehicle / Equipment 4						
Backup Equipment						
Other						

C.2 Backup Equipment / Service Continuity Plan

Describe backup equipment, backup operator availability and how service will continue if primary equipment breaks down.

C.3 Staffing and Emergency Contacts

Role	Name	Phone	Email	Availability / Notes
Primary Contract Contact				
Emergency Contact 1				
Emergency Contact 2				
Primary Operator(s)				
Backup Operator(s)				

Appendix D - Daily Patrol and Winter Maintenance Log

Contractor: _____ Date: _____

Patrol Completed By: _____ Time of Patrol: _____

D.1 Weather and Road Conditions

Temperature	Snowfall	Wind / Drifting	Visibility	Road Surface Condition

D.2 Roads Inspected

Road or Area	Condition Observed	Action Taken

D.3 Work Completed

Activity	Start Time	End Time	Equipment Used	Roads / Areas Serviced
Plowing				
Sanding				
Ice blading				
Other				

Approximate Sand Used: _____

Issues, Hazards, Damage or Incidents:

Municipal Direction Received, if any:

Operator Signature: _____

Appendix E - Proponent Declaration and Addenda Acknowledgement

E.1 Addenda Acknowledgement

Addendum No.	Date Received	Initial
Addendum No. 1		
Addendum No. 2		
Addendum No. 3		
Addendum No. 4		

E.2 Proponent Declaration

The Proponent declares that it has reviewed the RFP documents, including all appendices and addenda, and has submitted its proposal in accordance with the requirements of this RFP.

The Proponent confirms that the information provided in its proposal is true, complete and accurate to the best of its knowledge.

The Proponent confirms that it has disclosed any actual, potential or perceived conflict of interest, or confirms that no such conflict exists.

Dated at: _____

This: _____ day of _____, 2026

Company / Contractor: _____

Authorized Representative: _____

Title: _____

Signature: _____

Email: _____

Phone: _____