

RFP 2026-PP-03



Township of Otonabee-South Monaghan

2026/2027 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. Friday, October 23, 2026,** 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 “**2026-2027 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, 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, the expectation is that all buildings will be cleared multiple times per day, with emergency services facilities and buildings that are open to the public being prioritized as most important.
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, salt, and ice melt will be supplied by the contractor. The contractor is required to use "blue/green ice melt" for all walkways and entrances. De-icing bins are located at each property for use by both the contractor and facility occupants as required. The contractor shall be responsible for ensuring these bins remain adequately stocked with the required de-icing material throughout the duration of the contract and shall replenish them as needed.

Section B- Length of Contract

The term of this contract shall be for a period of three (3) years, with the option to extend the contract for up to two (2) additional one-year terms.

The first optional one-year renewal will be considered during the spring/summer of 2029 for the following winter season. If approved, the contract will be extended for one (1) additional year.

A second one-year renewal may be considered during the spring/summer of 2030 for the following winter season. Any renewal will be subject to the Township's approval and satisfactory contractor performance.

Section C- Roles and Responsibilities

Contacts for Recreation, Parks and Facilities Department:

1. Mike Nelson, Manager, Recreation, Parks and Facilities
Email: recreationmanager@osmtownship.ca
Telephone: 705-295-6862
2. Craig Brooks, Director of Operations
Email: directorofoperations@osmtownship.ca
Telephone: 705-745-3595
3. Payton Crough, Lead Hand, Recreation, Parks and Facilities
Email: recreationassisant@osmtownship.ca
Telephone: 705-295-6862

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 to the contractor any special events taking place in buildings to ensure that access is cleared for such an event.
3. Communicate with the building occupants or main contact 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 shall ensure that all properties 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 property.
6. Sidewalks and walkways MUST be salted using blue/green ice melt or equivalent.
7. The contractor shall be responsible for ensuring these bins remain adequately stocked with the required de-icing material throughout the duration of the contract and shall replenish them as needed.
8. The Contractor shall maintain accurate and complete records of all snow and ice control services performed under this contract. Records shall be maintained for each occurrence. Records shall be made available to the Township upon request. The Contractor shall retain all records related to work performed under this contract for the duration of the contract and for a minimum of two (2) years following its completion or termination.

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 entrances by shovelling and spreading ice melt on areas of concern throughout the day as needed to maintain the safety of the building for the occupants.
4. The occupants will advise the Township of special 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 to the Township of cancellation or non-renewal.
- 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.
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.

Section F- Buildings to be serviced

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

OTONABEE MEMORIAL COMMUNITY CENTRE (OMCC) – 24 Fourth Street, Keene, ON

Completed before 7:00am on weekdays

Completed before 6:00am on weekends

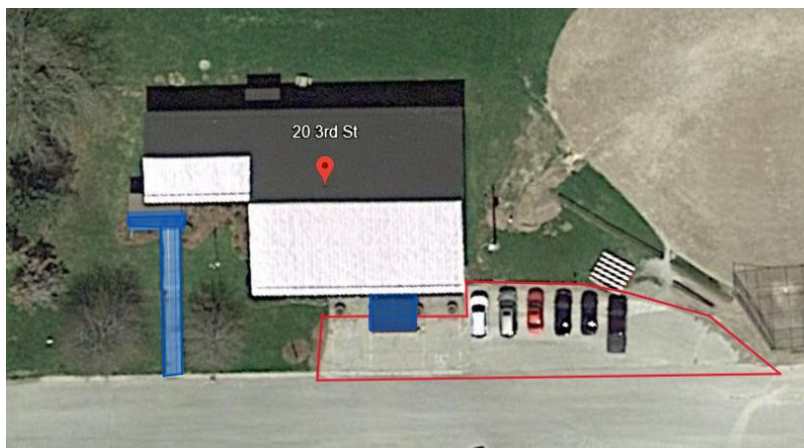
1. Entrances and walkways – shovel/de-icing
2. Full parking lot to be plowed, salted (this includes a portion just off of the roadway between Third and Fourth streets)
3. Fire Route (roadway) around the building to be plowed, salt
4. Back of Arena (north end) – entirety of asphalted area to be fully cleared of snow – **But, NO salt behind the arena, plowing ONLY**



MUNICIPAL OFFICE – 20 Third Street, Keene, ON

Completed before 7:30am on weekdays / anytime on weekends

1. Front entry (main door and secondary doors located left of the main entry) steps/landings shovel/de-icing
2. Walkways – shovel/de-icing
3. Parking area south and south/east of building to be plowed, salt



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

Completed before 7:30am all days of the week

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

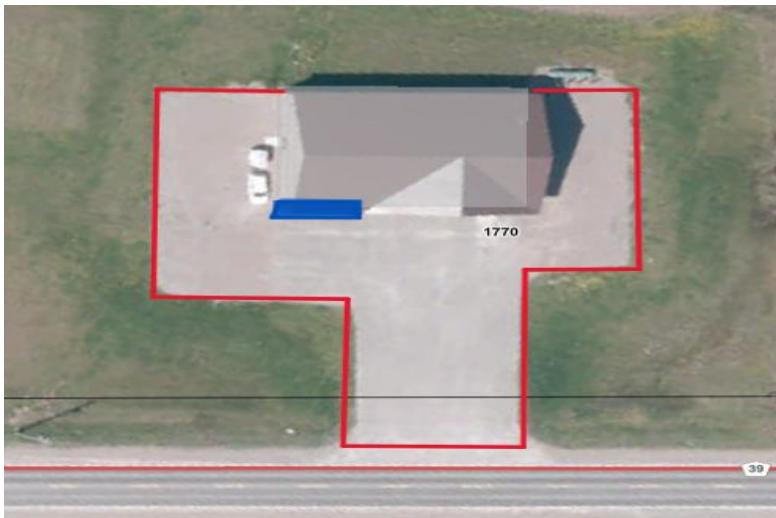
1. Front entrances and walkways (2 sets of entry doors and side door to the main hall) – Shovel/De-icing
2. Front apron in front of the overhead doors and parking spots to the East and North of the building to be plowed, sand/salt



FIRE STATION # 2 – 1170 Bensfort Road, Otonabee, ON

Completed before 9:00am all days of the week

1. Entry doors and walkways – shovel/de-icing
2. Parking lot to be plowed, sand/salt



FIRE STATION # 3 – 535 Third Line, Bailieboro, ON

Completed before 9:00am all days of the week

1. Main entrance – shovel/de-icing
2. Parking lot to be plowed, sand/salt



MEDICAL CENTER – 1170 Heritage Line, Keene, ON

Completed before 7:45am on weekdays / anytime on weekends

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, sand/salt



KEENE LIBRARY – 3252 County Road 2, Keene, ON

Completed before 8:30am all days of the week

1. Main entrance stairs, wheelchair ramp, walkways – shovel/de-icing
2. Rear entry on North side of building - door to be kept clear for emergency exit – shovel/de-icing
3. Side entry (stairs, landing and walkway to be kept clear) – shovel/de-icing
4. Parking lot to be plowed, sand/salt



KAWARTHA CREDIT UNION – 1107 Heritage Line, Keene, ON

Completed before 8:30am Monday, Wednesday, Friday / anytime on weekends

1. Front entrance and side steps/landings – shovel/de-icing
2. Parking area in front of the building to be plowed – sand/salt



STEWART HALL LIBRARY – 1490 Matchett Line, Otonabee, ON

Completed before 10:00am all days of the week

1. Walkway to front entry and steps – shovel/de-icing
2. Wheelchair ramp and walkway – shovel/de-icing
3. Parking lot to be plowed, sand/salt



BAILIEBORO LIBRARY – 199 County Road 28, Bailieboro, ON

Completed before 10:00am all days of the week

4. Walkway to front entry and steps – shovel/de-icing
5. Wheelchair ramp and walkway – shovel/de-icing
6. Access to basement at the rear of building – Path to be shovelled and door swing area to be cleared
7. Parking lot to be plowed, sand/salt



KEENE LIONS DEN – 1137 Heritage Line, Keene, ON

Completed before 10:00am all days of the week

1. West entry doors and walkway – shovel/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, sand/salt



VILLIERS HALL – 1497 Villiers Line, Keene, ON

Completed before 12:00pm all days of the week

1. Front entrances, wheelchair ramp, deck, walkways – shovel/de-icing
2. Rear deck and steps – shovel/de-icing
3. Parking lot to be plowed, sand/salt



CRYSTAL SPRINGS PUMP HOUSE - 1739 Base Line, Otonabee, ON

Completed before 11:00am Monday to Saturday

1. Pathway to pump house entrance – shovel
2. Entrance driveway and turn-around area to be plowed, sand/salt



Elgeti Pump House – 66 Elgeti Drive, Otonabee, ON

Completed before 11:00am Monday to Saturday

1. Pathway to pump house entrance – shovel
2. Entrance driveway and turn-around area to be plowed, sand/salt



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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 PROPOSALS

Note: Personal Information collected from the 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.

Quotation:**YEAR 1 (2026/2027) PROPOSED RATES:**

FACILITY NAME	ADDRESS	COST (1 YEAR)	HST	TOTAL
OMCC (Arena)	24 Fourth Street, Keene, ON			
Municipal Office	20 Third Street, Keene, ON			
Fire Station #1	21 Third Street, Keene, ON			
Fire Station #2	1770 Bensfort Road, Otonabee, ON			
Fire Station #3	535 Third Line, Bailieboro, ON			
Medical Centre	1170 Heritage Line, Keene, ON			
Keene Library	3252 County Road 2, Keene, ON			
Kawartha Credit Union	1107 Heritage Line, Keene, ON			
Stewart Hall Library	1490 Matchett Line, Otonabee, ON			
Bailieboro Library	199 County Road 28, Bailieboro, ON			
Keene Lions Den	1137 Heritage Line, Keene, ON			
Villiers Community Centre	1497 Villiers Line, Keene, ON			
Elgeti Pump House	66 Elgeti Drive, Otonabee, ON			
Crystal Springs Pump H.	1739 Base Line, Otonabee, ON			
TOTAL				

** 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

YEAR 2 (2027/2028) PROPOSED RATES:

FACILITY NAME	ADDRESS	COST (1 YEAR)	HST	TOTAL
OMCC (Arena)	24 Fourth Street, Keene, ON			
Municipal Office	20 Third Street, Keene, ON			
Fire Station 1	21 Third Street, Keene, ON			
Fire Station 2	1770 Bensfort Road, Otonabee, ON			
Fire Station 3	535 Third Line, Bailieboro, ON			
Medical Centre	1170 Heritage Line, Keene, ON			
Keene Library	3252 County Road 2, Keene, ON			
Kawartha Credit Union	1107 Heritage Line, Keene, ON			
Stewart Hall Library	1490 Matchett Line, Otonabee, ON			
Bailieboro Library	199 County Road 28, Bailieboro, ON			
Lions Club	1137 Heritage Line, Keene, ON			
Villiers Community Centre	1497 Villiers Line, Keene, ON			
Elgeti Pump House	66 Elgeti Drive, Otonabee, ON			
Crystal Springs Pump H.	1739 Base Line, Otonabee, ON			
TOTAL				

** 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

YEAR 3 (2028/2029) PROPOSED RATES:

FACILITY NAME	ADDRESS	COST (1 YEAR)	HST	TOTAL
OMCC (Arena)	24 Fourth Street, Keene, ON			
Municipal Office	20 Third Street, Keene, ON			
Fire Station 1	21 Third Street, Keene, ON			
Fire Station 2	1770 Bensfort Road, Otonabee, ON			
Fire Station 3	535 Third Line, Bailieboro, ON			
Medical Centre	1170 Heritage Line, Keene, ON			
Keene Library	3252 County Road 2, Keene, ON			
Kawartha Credit Union	1107 Heritage Line, Keene, ON			
Stewart Hall Library	1490 Matchett Line, Otonabee, ON			
Bailieboro Library	199 County Road 28, Bailieboro, ON			
Lions Club	1137 Heritage Line, Keene, ON			
Villiers Community Centre	1497 Villiers Line, Keene, ON			
Elgeti Pump House	66 Elgeti Drive, Otonabee, ON			
Crystal Springs Pump H.	1739 Base Line, Otonabee, ON			
TOTAL				
3 YEAR – COMBINED TOTAL				

** 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

IF CONTRACT IS EXTENDED: YEAR 4 (2029/2030) PROPOSED RATES:

FACILITY NAME	ADDRESS	COST (1 YEAR)	HST	TOTAL
OMCC (Arena)	24 Fourth Street, Keene, ON			
Municipal Office	20 Third Street, Keene, ON			
Fire Station 1	21 Third Street, Keene, ON			
Fire Station 2	1770 Bensfort Road, Otonabee, ON			
Fire Station 3	535 Third Line, Bailieboro, ON			
Medical Centre	1170 Heritage Line, Keene, ON			
Keene Library	3252 County Road 2, Keene, ON			
Kawartha Credit Union	1107 Heritage Line, Keene, ON			
Stewart Hall Library	1490 Matchett Line, Otonabee, ON			
Bailieboro Library	199 County Road 28, Bailieboro, ON			
Lions Club	1137 Heritage Line, Keene, ON			
Villiers Community Centre	1497 Villiers Line, Keene, ON			
Elgeti Pump House	66 Elgeti Drive, Otonabee, ON			
Crystal Springs Pump H.	1739 Base Line, Otonabee, ON			
TOTAL				

** 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

IF CONTRACT IS EXTENDED: YEAR 5 (2030/2031) PROPOSED RATES:

FACILITY NAME	ADDRESS	COST (1 YEAR)	HST	TOTAL
OMCC (Arena)	24 Fourth Street, Keene, ON			
Municipal Office	20 Third Street, Keene, ON			
Fire Station 1	21 Third Street, Keene, ON			
Fire Station 2	1770 Bensfort Road, Otonabee, ON			
Fire Station 3	535 Third Line, Bailieboro, ON			
Medical Centre	1170 Heritage Line, Keene, ON			
Keene Library	3252 County Road 2, Keene, ON			
Kawartha Credit Union	1107 Heritage Line, Keene, ON			
Stewart Hall Library	1490 Matchett Line, Otonabee, ON			
Bailieboro Library	199 County Road 28, Bailieboro, ON			
Lions Club	1137 Heritage Line, Keene, ON			
Villiers Community Centre	1497 Villiers Line, Keene, ON			
Elgeti Pump House	66 Elgeti Drive, Otonabee, ON			
Crystal Springs Pump H.	1739 Base Line, Otonabee, ON			
TOTAL				
5-YEAR – COMBINED TOTAL				

** 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

