



REQUEST FOR QUOTE:

SNOW REMOVAL AND SHOVELING

1 Year Contract: Winter 2026-Spring 2027

(Option to Renew for 2 Further Term)

Tender No.: CLH-006-2026

SCHEDULE OF EVENTS:

Release of Tender:	Thursday August 13, 2026
Closing Date:	Thursday September 3, 2026
Closing Time:	4:00pm

SUBMISSION

Mandatory Requirements for Compliance must be met in order for bid submissions to be accepted.

Alterations of the original document will not be permitted under any circumstances.

CLH DSS shall reject any bid that is not received by the closing date and time indicated above.

Bids will be received by email to the Tender Coordinator, as indicated in the document.

A handwritten signature in purple ink that reads 'Mary Irvine'. The signature is written in a cursive, flowing style. Below the signature is a solid horizontal line.

Mary Irvine

Property and Procurement Manager

mary.irvine@clhmidland.on.ca

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www.clhmidland.on.ca



1. INTRODUCTION

CLH Developmental Support Services is requesting quotes for shoveling and snow removal at the two listed Office and one Supported Living Home locations, see Appendix A.

SCOPE OF WORK

- Please reference Appendix A

LIABILITY FOR ERRORS

CLH Developmental Support Services has used considerable effort to ensure that information presented herein reflects, with reasonable accuracy, the nature of the goods and / or services requested and its factual components. The information is supplied as a guideline for bidders and may not be completely accurate, comprehensive, or exhaustive. CLH Developmental Support Services does not make any representation, warranty, or guarantee as to the accuracy of the information contained herein. It is the bidders' responsibility to avail themselves of all necessary information to prepare a bid in response to this tender. If bidders have any questions or issues they feel need to be addressed, contact the Tender Coordinator in writing by email (see section "Tender Coordinator").

MANDATORY REQUIREMENTS FOR COMPLIANCE

1. Provide detailed quote breaking out all costs, by location, and returned on or before the listed deadline to the Tender Coordinator.
 - **NOTE:** *It is not necessary to quote on every location listed; CLH DSS is open to dividing the tender and awarding to more than one contractor.*
2. Itemized Terms of Payment indicated on quote/s
3. Proof of \$2,000,000.00 liability insurance that specifically outlines coverage for snow removal.
4. Proof of WSIB coverage
5. Appendix B completed and returned.
6. Appendix C completed and returned (*only complete if you are a new contractor to CLH DSS*)

Upon awarding the contract, the bidder must agree to the signing of:

- CLH DSS's Snow Removal Contract – see Appendix D
- A Summary of Conflict-of-Interest Directive
- Declaration of Confidentiality
- Contractor Safety Rules and Requirements

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FORCE MAJEURE

Force Majeure are causes beyond the party's control, which are not avoidable by the exercise of reasonable foresight.

Neither party shall be responsible for any delay or failure to perform its obligations under this agreement by reason of Force Majeure. If either party is unable to perform any of its obligations in this contract by reason of Force Majeure, including fire or other casualty, strike, order of a public authority, Act of God, or other cause beyond the reasonable control of such party, then such party shall be excused from such performance of the contract for the duration of such cause.

In the event such inability to perform shall continue longer than thirty (30) calendar days, either party may terminate this agreement without further liability by giving written notice to the other party.

LIMITATIONS OF DAMAGES

THE RESPONDENT, BY SUBMITTING A BID, AGREES THAT THEY WILL NOT CLAIM DAMAGES OR COSTS IN PREPARING THEIR BID FOR MATTERS RELATING TO THE AGREEMENT OR IN RESPECT OF THE COMPETITIVE PROCESS, AND THE RESPONDENT, BY SUBMITTING A BID, WAIVES ANY CLAIM FOR LOSS OF PROFITS IF NO AGREEMENT IS MADE WITH THE RESPONDENT.

ADDENDUM

- CLH Developmental Support Services, without liability, cost, or penalty, may at any time prior to the closing time alter any details in this tender, or cancel this tender.
- Any Questions & Answers will be communicated by email to all bidders.

TENDER COORDINATOR

Bidders who wish to obtain further information about the tender and its process must submit their questions by email before the date indicated on the front page to:

Attention: Tender Coordinator – Sarah Wilcox

Email: sarah.wilcox@clhmidland.on.ca

The bidder is put on notice that:

- Only the Tender Coordinator specified by CLH Developmental Support Services, under the direction of the Property and Procurement Manager, is authorized to amend or waive the requirements of the tender.

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- Under no circumstances shall the bidder rely upon any information or instructions from CLH Developmental Support Services, its employees or its agents and trustees unless the person named above provides the information or instruction in writing.
- CLH Developmental Support Services, nor their respective employees or agents and trustees shall be responsible for any information or instructions provided to the bidder, with the exception of information or instructions provided in writing by the Tender Coordinator.
- Any questions asked of the Property and Procurement Manager during a site visit will be forwarded to the Tender Coordinator who will then send the questions and answers to those who are bidding.

It is the responsibility of the bidder to seek clarification from the Tender Coordinator specified, of any matter it considers to be unclear before submitting the proposal. CLH Developmental Support Services shall not be responsible for any misunderstanding on the part of the bidder concerning the tender or its process.

1. ACCEPTANCE AND AWARD OF THE TENDER

CLH Developmental Support Services may not necessarily accept the lowest bid or any submitted bid. CLH Developmental Support Services will conduct a debriefing with unsuccessful bidders within sixty (60) calendar days of the date of contract award notification if requested by the bidder.

Bids which are non-compliant with the requirements of this tender or which contain qualifying conditions may be disqualified, or CLH Developmental Support Services may waive non-compliance with the requirements of the tender and in their sole discretion retain for consideration.

The selected bidder(s), if any, shall be notified in writing by CLH Developmental Support Services of the award of the tender, in whole or in part.

RIGHT TO NEGOTIATION

After the contract has been awarded to the selected bidder, CLH Developmental Support Services reserves the right to negotiate minor changes, amendments, or modification to the Bidder's submission without offering the other bidders the opportunity to amend their submissions.

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2. GENERAL INFORMATION

The selected bidder(s) shall at its own cost comply with all laws governing by the laws of Ontario and Canada.

This tender which is submitted by the bidder without any connection, knowledge, comparison on figures or arrangements with any other person making a bid for the same work and is in all respects fair and without collusion or fraud.

CLH Developmental Support Services, without prejudice to this right, may request clarification where any bidders' intent is unclear and may waive or request or amend where, in the opinion

of CLH Developmental Support Services, there is a minor irregularity or omission in the information that is to be submitted to a required document.

INDEMNIFICATION

The bidder hereby agrees that it will, from time to time, and at all times hereafter, well and truly save, keep harmless and fully indemnify CLH Developmental Support Services, its elected officials, employees, and agents and its successors and assign, from and against all actions, claims and demands whatsoever which may be brought against or made upon CLH Developmental Support Services and all loss, liability, judgments, claims, costs demands or expenses with CLH Developmental Support Services may sustain, suffer to be put to, resulting from or arising out of the bidder's failure to exercise reasonable care, skills or diligence in the performance or rendering of any work or service required hereunder to be performed or rendered by the bidder, its agents, servants, employees or sub-consultants of any of them.

TERMINATION

If a selected bidder fails to execute an agreement within ten (10) business days of notice of selection, CLH Developmental Support Services may, in their sole and absolute discretion and without incurring any liability, rescind the award of that bidder.

In the event of failure to execute as aforesaid, or that the selected bidder does not, in the opinion of CLH Developmental Support Services, comply with the specifications and terms of this contract at any time throughout the duration of the contract, or if CLH Developmental Support Services, in its sole and unfettered discretion determines that either their service or the product / equipment provided by the selected bidder is unsatisfactory at any time during the term of the contract, CLH Developmental Support Services reserves the right to immediately terminate the contract in its entirety and to remove the selected bidder from eligibility to submit future bids for an indeterminate period thereafter.

If the selected bidder should neglect to execute the work properly or fail to perform any provision of this contract, CLH Developmental Support Services, after three (3) business days

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written notice to the selected bidder, may, without prejudice to any other remedy they may have, make good such deficiencies and may deduct the cost therefore from any payment then or thereafter due to the selected bidder.

The supplier may also cancel this contract for just cause on ninety (90) calendar days written notice to CLH Developmental Support Services.

SETTLEMENT OF DISPUTES

In the event of any dispute or claim arising between CLH Developmental Support Services and the bidder as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be

made within fourteen (14) calendar days of the dispute or cause of action arising. If the dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the CLH Developmental Support Services Executive Director will meet to hear the dispute and resolve it.

3. SPECIFICATIONS

HEALTH AND SAFETY

The contractor / vendor must comply with the Ontario Ministry of Labour, Occupational health and Safety Act.

NO SMOKING

Smoking is prohibited at the site. The selected bidder shall be responsible for advising its employees or any other person doing or contracted to do the whole or any part of the work contemplated by the contract are foregoing.

INVOICING

The selected bidder must submit invoices in a timely manner as stipulated in the contract directly to:

CLH Developmental Support Services

339 Olive St.,

Midland, Ontario L4N 2R4

Attention: accounts.payable@clhmidland.on.ca

Reference: Contract # and Purchase Order # provided for the project

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WARRANTY

In addition to any warranty, if within a period of sixty (60) months following acceptance, the goods are determined to be defective in material, performance, workmanship or are otherwise not in accordance with the requirements of the contract, the vendor will work with CLH Developmental Support Services to ensure defectives shall be repaired without cost to CLH

Developmental Support Services. If on-site support is required to meet the obligation of this warranty, the responsibility will fall to the vendor who performed the installation as specified in the Scope of Work section of this document.

4. GENERAL REQUIREMENT

- The selected bidder shall schedule all deliveries through the Tender Coordinator
- All work shall be carried out in a manner to minimize disruptions to the organization. CLH Developmental Support Services shall be notified 48 hours in advance if any work is to be carried out in a manner that disrupts the normal operation or creates any health or safety concerns to the staff. This includes however is not limited to, interruptions in hydro, water, heating, air conditioning or ventilation.

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APPENDIX A – PROPERTY DETAILS AND SCOPE OF WORK

1. 230 Aberdeen Blvd., Midland

Snow removal and salting/sanding of the following:

- Parking Lot - Front, back, and sides
- Parking Spaces – Front, back, and sides
- Shovel sidewalks – Front, back, and sides.
- Unit Entrances – Front and Back
- Handicap Parking Spots to be kept clear (Snow may need to be removed regularly)

2. 339 Olive St., Midland

Snow removal and salting/sanding of the following:

- Parking Lot - Front, back, and sides(including small side parking area on Olive St. and circular round about).
- Parking Spaces – Front, back, and sides
- Shovel all sidewalks and stairs to the building including back path and patio
- Unit Entrances – All entrances to the building (front, and back), including circular drop off area doors, and main entrance

3. 1061 Glen Bogie Cres., Midland

- Plow or blow driveway, plus salting/sanding.
- Clear a path to the emergency exit on the left side of house.
- Clear front entrance.



APPENDIX B - ACKNOWLEDGMENT FORM

By signing this page, you have read and understand the Terms and Conditions. Each bid will be received with the understanding that the acceptance, in writing, by the bidder of the offer to furnish all or any part of the commodities described therein shall constitute a contract between the bidder and CLH Developmental Support Services. This shall bind the bidder on your part to furnish and deliver the commodities at the prices given and in accordance with conditions of said accepted proposal. In addition, CLH Developmental Support Services reserves the right to have the awarded Vendor sign a Contract Agreement detailing the aforementioned and additional specifics.

Company: _____

Address: _____

AUTHORIZED SIGNATURE: _____

Name (print): _____

Title: _____

Telephone No.: _____

E-Mail Address: _____

Date: _____

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APPENDIX C - REFERENCES

Include a minimum of three (3) client references who can attest to performance.

- 1) Company Name: _____
Address: _____
Contact Name: _____
Phone Number: _____
E-mail Address: _____

- 2) Company Name: _____
Address: _____
Contact Name: _____
Phone Number: _____
E-mail Address: _____

- 3) Company Name: _____
Address: _____
Contact Name: _____
Phone Number: _____
E-mail Address: _____



APPENDIX D - CONTRACT

Snow Removal Contract YEAR (the “Agreement”)

between

CLH Developmental Support Services
(hereinafter called “CLHDSS”)

and

CONTRACTOR
(“hereinafter called “Contractor”)

(Collectively referred to as the “Parties” to this Agreement)

- A. WHEREAS CLHDSS is the owner of the lands and buildings identified under paragraph 16 of this Agreement and attached Schedule “A” to this Agreement.
- B. AND WHEREAS the Contractor wishes to work with CLHDSS under the terms and condition set out in this Agreement, in consideration of mutual covenants and agreements herein contained, the Parties agree as follows:

I. INDEPENDENT CONTRACTOR

- 1. The relationship created by this Agreement is for particular services and is not, nor intended to be, one of employer and employee, principle and agent, master and servant, partnership, or joint venture, between CLHDSS and the Contractor.
- 2. The Contractor, if an individual, represents and warrants that they are a sole proprietorship, and is duly registered and qualified to conduct business wherever necessary to carry out the terms of this Agreement. The Contractor, if a corporation, joint venture, or partnership, represents and warrants that it is duly registered and qualified to conduct business wherever necessary to carry out the terms of this Agreement.
- 3. The Contractor shall not at any time enter into any contract, agreement, or engagement whatsoever for and on behalf of CLHDSS or exercise any other act or thing which would result in any liability or responsibility of CLHDSS in respect of its business or otherwise. The Contractor shall have no power or authority to bind CLHDSS or to assume or create any

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obligation or responsibility, expressed or implied, on CLHDSS' behalf, or in the CLHDSS's name, nor shall they hold themselves out to any person as an employee, agent, or partner of CLHDSS.

II. SERVICES

4. The Contractor shall perform such services as described in Schedule "A" of this Agreement (the "Services"). The Contractor agrees that the Services are not limited to those expressly contained in Schedule "A" and that it will perform tasks which in the ordinary course of business are necessary to keep the driveway, parking areas, ramps, decks, walkways, and all entrances cleared and in safe functioning condition, apply salt to all driveways. In performing any services, the Contractor agrees to comply with all reasonable instructions as may be given by CLHDSS.
5. The Contractor must sign CLHDSS's, Contractor/Subcontractor Safety Rules and Requirements, Declaration of Confidentiality, Conflict of Interest, and the General Safety Work Permit before any work commences.

III. EQUIPMENT

6. The Contractor shall furnish all equipment as may be reasonably required to perform the Services. The Contractor shall be responsible for the cost of maintaining and replacing its equipment without liability to the CLHDSS.

IV. RISK OF LOSS/NEGLIGENT PROVISION OF SERVICES

7. The Contractor shall indemnify and save the Company and its directors, officers, employees, contractors, volunteers and agents harmless from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Company or its directors, officers, employees, contractors volunteers or agents may suffer as a result of the Contractor's acts or omissions, including but not limited to those acts or omissions of any of the Contractor's subcontractors, in the performance or non-performance of this Agreement, including but not limited to any claims made against the Company by Canada Revenue Agency or any other party or entity in the event that it is determined that the relationship between the Parties is that of employer and employee.

V. SUBCONTRACTORS

8. The Contractor may from time to time substitute a third party to perform the Services (either as its own employees or subcontractors) ("Subs") with the prior written approval of CLHDSS which may be arbitrarily withheld without liability to CLHDSS.

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9. The Contractor shall be fully and solely responsible for, and shall indemnify CLHDSS and its directors, officers, employees, contractors, volunteers, and agents in respect of any and all claims for loss, damage or injury sustained or caused, or sustained, by the Subs. The Contractor hereby waives all its rights to sue or otherwise make any claim or demand of CLHDSS or customer of CLHDSS for any loss, damage or other injuries incurred by the Subs arising from or in relation to this Agreement.
10. The Contractor shall be responsible for all payments to its Subs including fees, wages, benefits, income, tax deductions, holiday pay, vacation pay, termination/severance pay, or any other charges required by the law.

VI. INSURANCE

11. The Contractor shall carry at its own expense insurance coverage for general liability for errors, omissions, injury, and property damage for a minimum amount of \$2,000,000.00 and provide evidence of the same as and when requested by CLHDSS from time to time.
12. The Contractor agrees, at its sole expense, to have all its personnel covered under the provisions of the *Workplace Safety & Insurance Act* of the province of Ontario and provide evidence of the same as and when requested by CLHDSS from time to time.

VII. PAYMENT TO THE CONTRACTOR

13. The Parties agree to following fee structure in relation to the provision of Services:
 - a) LIST LOCATION ADDRESS & AMOUNT +HST
14. The Contractor shall submit invoices containing the following information: date of service; location of ploughs; number of ploughs; amount per location; and indicate **Purchase Order**
15. Invoices must be submitted by end of each month and an EFT payment will be made shortly thereafter.
16. Invoices must be supplied to:



Attention: Accounts Payable
CLH Development Support Services
339 Olive Street
Midland, Ontario L4R 2R4
Or
accounts.payable@clhmidland.on.ca

17. The final invoice for each of CLSDD's fiscal year ending **March 31, 20__**, must be received on or before March 31st of each year.
18. If the Contractor is registered for HST, all invoices to the Company shall include the Contractor's HST registration number. If the invoices do not include a valid HST registration all payments shall be expressly inclusive of HST.
19. The Contractor hereby irrevocably authorizes CLHDSS to deduct any and all sums which may be due and owing by the Contractor to CLHDSS from any CLHDSS payment up to the full amount of the payment(s).

VIII. TERMINATION OF AGREEMENT

20. The term of this Agreement shall begin on November 15, 20##, and end on March 31, 20## (the "End Date").
21. The Agreement may be terminated prior to the End Date as follows:
 - a. Immediately, in the event of non-compliance with this Agreement by the Contractor. If CLHDSS terminates the Agreement in this regard, the total amounts owing shall be the same percentage of the total Agreement price as the amount of work completed, to CLHDSS' satisfaction, less the cost to CLHDSS to have the remaining completed, over and above the proportionate value of the remaining work at the original contract price.
 - b. By either Party upon providing the other Party six weeks' written notice and work termination will be aligned with a month end.
22. In the event that the term of this Agreement is extended, or further services are required of the Contractor, all other terms and conditions set out in this Agreement shall continue to apply to such extended period[s] unless expressly modified in writing and signed by the parties.

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IX. GENERAL PROVISIONS

23. This Agreement is not assignable by the Contractor but is binding on its successors and shall endure to the benefit of and be enforceable by CLHDSS, its successors and assigns.
24. If any provision herein is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such determination shall not affect the validity, legality, or enforceability of the remaining provisions hereof and each provision is hereby declared to be separate, severable, and distinct. For greater certainty, any decision or declaration that one or more of the provisions are null and void shall have no effect on the remaining provisions of this Agreement, which shall remain in force.
25. Each of the Parties shall promptly do, make, execute, deliver or cause to be done, made, executed or delivered, all such further acts, documents and things as the other parties may reasonably require from time to time after Closing at the expense of the requesting Party for the purpose of giving effect to this Agreement and shall use reasonable efforts and take all such steps as may be reasonably within its power to implement, to their full extent, the provisions of this Agreement.
26. This Agreement, including all Schedules, constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements, understandings, negotiations, and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties, or other provisions, express or implied, collateral, statutory or otherwise, relating to the subject matter except provided in this Agreement. No reliance is placed by any Party on any warranty, representation, opinion, advice or assertion of fact by any party or its directors, officers, employees, or agents, to any other party or its directors, officers, employees, or agents, except to the extent that it has been reduced to writing and included in this Agreement. Except as expressly provided in this Agreement, no amendment or waiver of this Agreement shall be binding unless executed in writing by the Party to be bound. No waiver or any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver of any provision in this Agreement constitute a continuing waiver unless otherwise expressly provided.
27. This Agreement shall be governed by the laws of the Province of Ontario.
28. The Contractor and CLHDSS acknowledge that they have read and understand this Agreement and acknowledge that they have had to opportunity to obtain independent legal advice with respect to it and, in any event, have read and fully understand the terms set out in this Agreement.

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DEVELOPMENTAL
SUPPORT SERVICES

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed by their hands and seals this ____ day of _____ 20__.

SIGNED, SEALED AND DELIVERED

In the presence of

CLH Developmental Support Services

Mary Irvine, *Property and Procurement Manager*

Colleen Kelly-Berrichi, *Executive Director*
I have the authority to bind CLHDSS

CONTRACTOR NAME

Print Name

Contractor

Or, if Corporate Contractor

Print Name

I have the authority to bind the Corporation

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APPENDIX E – EVALUATION CRITERIA

CRITERIA

Compliant with mandatory requirements	30%
Quote Amount	30%
Acceptable Terms of Payment	10%
The quality and level of service provided, and ability to adhere to scope of work.	30%
TOTAL	100%

Tie scores will be resolved by a 4th party appointed to the Evaluation Team by the Executive Director.