

Township of Edwardsburgh/Cardinal

Department of Public Works



Winter Maintenance
“Parking Lot and Road Allowance”
Project # EC-PW-25-18
ISSUE Date: August 28, 2025

KEY PROPONENT INFORMATION

TENDER SUBMISSIONS

Tenders are to be submitted by hand or courier in a sealed envelope, clearly marked with the project number and received at the address below by **no later than 2:00 p.m. local time on Tuesday September 23, 2025**:

Township of Edwardsburgh/Cardinal
Attn: Project # EC-PW-25-18
18 Centre Street
Spencerville, ON
K0E 1X0

Faxed or electronic submissions will not be considered.

SUBMISSION REQUIREMENTS

The following information must be included with the submission:

- WSIB Clearance Certificate
- Proof of \$2,000,000 Liability Insurance Coverage
- A list of equipment to be used (age and condition)
- A reference letter from a local client
- Completed Bid Form (**all sections**)
- A signed copy of any posted addenda issued

TENDER DISCREPANCIES, OMISSIONS, INTERPRETATIONS

Should a proponent find discrepancies in, or omissions in the bid form, or require interpretation of the information contained within, inquiries should be directed to:

Chris LeBlanc
Manager of Public Works
Email: cleblanc@twpec.ca

No oral interpretations will be provided. Addendums, if required, will be posted on the Township Website. Inquires will be received **no later than 12:00 noon local time, on Monday September 15, 2025**.

SCOPE OF WORK

The Township of Edwardsburgh/Cardinal invites tenders for snow clearing and material application at the various municipal facility parking lots and road allowances as listed in the sections below on an as-required basis.

Facility	Civic Address	Next Day Facility Opening Time
SECTION A: Spencerville		
Spencerville Arena	22 Sloan Street	Daily - 6:00am
Municipal Offices	18 Centre Street	Daily – 8:00am
Spencerville United Church	16 Centre Street	
Fire Station # 1	6055 County Rd 44	
Spencerville Mill Dry Hydrant	11 Water Street, Spencerville	Daily - 9:00am
Spencerville Lagoons	2301 County Rd 21	
Spencerville Pumping Station 1	3 Spencer St (behind Drummond's Gas)	
Spencerville Pumping Station 2	4 Charles Street	
Spencerville Pumping Station 3	2803 County Rd #21	
Spencerville Library	5 Henderson St	
Road Allowance	South Street, North of Sloan Street	As Per Minimum Maintenance Standard
Road Allowance	11 Spencer St, South Side of Building only	
Road Allowance	Lennox Rd, North of County Rd # 21	
NOTE: A map is included in the appendix for each location showing the rough area to be maintained		

TERMS AND STANDARDS

- The term of the contract is (1) year with the option of a one-year extension if agreed upon by both parties. The contract begins November 1st 2025 and concludes April 30 2026. The one-year extension, if optioned, would include a mutually agreed upon annual cost adjustment.
- Road allowances will be maintained to the latest version of the minimum maintenance standard. All road allowances will be rated as Class 5 for the purposes of this contract.
- Parking lots will be maintained during a winter event to allow access to driving lanes between parking rows. Final snow clearing and/or ice control of the entire parking lot will be completed by the next day facility opening as listed in above table.

- d) Contractor to purchase, store and apply material to Township standard ratios.
Purchase can be through the Township or independent provider.

GENERAL CONDITIONS

1. Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days following the due date for receipt of submissions.
2. The Township will not be responsible for any costs incurred in the preparation and submission of proposal.
3. The bidder acknowledges that the Township shall have the right to reject any, or all, Quotations/Tenders for any reason, or to accept any Quotation/Tender which the Township in its sole *unfettered discretion* deems most advantageous to itself. The lowest, or any, Quotation/Tender will not necessarily be accepted and the Township shall have the unfettered right to:
 - i. Accept a non-compliant Quotation/Tender
 - ii. Accept a Quotation/Tender which is not the lowest Quotation/Tender; and
 - iii. Reject a Quotation/Tender that is the lowest Quotation/Tender even if it is the only Quotation/Tender received.
4. The Township reserves the right to consider, during the evaluation of Quotations/Tenders;
 - i. Information provided in the Quotation/Tender document itself;
 - ii. Information provided in response to enquiries of credit and industry references set out in the Quotation/Tender;
 - iii. Information received in response to enquiries made by the Township of third parties apart from those disclosed in the Quotation/Tender in relation to the reputation, reliability, experience and capabilities of the bidder;
 - iv. The manner in which the bidder provides services to others
 - v. The experience and qualifications of the bidder's senior management and project management;
 - vi. The compliance of the bidder with the Township's requirements and specifications; and
 - vii. Innovative approaches proposed by the bidder in the Quotation/Tender.
5. The bidder acknowledges that the Township may rely upon the criteria which the Township deems relevant, even though such criteria may not have been disclosed to the bidder. By submitting a Quotation/Tender, the bidder acknowledges the Township's right under this section and absolutely waives any right, or cause of action against the Township and its consultants, by reason of

the Township's failure to accept the Quotation/Tender submitted by the bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

6. All documents and material prepared pursuant to this RFP are the property of the Township. The Township shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this process.
7. The Township is subject to the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M.56, as amended (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township in response to this Tender may be available to the public.
8. All required insurance coverage shall be the responsibility of the bidder.
9. The successful bidder will err on the side of caution while snow clearing around staff, patrons, buildings, structures, sidewalks, driveways and curbs, etc. The contractor will be held liable for any and all repairs to property damaged by their equipment.
10. The successful bidder agrees to provide the Township with a monthly report listing date, time and location where plowing or clearing activities took place.

PAYMENT

- a. The total price and payment is to be shown in Canadian Funds
- b. Township will make payment of accounts within (30) thirty days of the date on which the invoice is received subject to approval and confirmation of services rendered.
- c. Invoice to be submitted by the 10th of the following month for work performed in the previous month.

Tender – Bid Form (Page 1 of 2)

Project # EC-PW-25-18

Project Name: Winter Parking Lot and Road Allowance Maintenance

Facility	Civic Address	Cost \$	Unit
SECTION A: Spencerville			
Spencerville Arena	22 Sloan Street		Per Event
Municipal Offices	18 Centre Street		Per Event
Spencerville United Church	16 Centre Street		Per Event
Fire Station # 1	6055 County Rd 44		Per Event
Spencerville Mill Dry Hydrant	11 Water Street, Spencerville		Per Event
Spencerville Lagoons	2301 County Rd 21		Per Event
Spencerville Pumping Station 1	3 Spencer St (behind Drummond's Gas)		Per Event
Spencerville Pumping Station 2	4 Charles Street		Per Event
Spencerville Pumping Station 3	2803 County Rd #21		Per Event
Spencerville Library	5 Henderson St		Per Event
Road Allowance	South Street, North of Sloan Street		Per Event
Road Allowance	11 Spencer St, South Side of Building only		Per Event
Road Allowance	Lennox Rd, North of County Rd # 21		Per Event
SECTION TOTAL:			Per Event
NOTE: Per Event: is determined to be a calendar day. Winter Maintenance Event: means weather that is likely to require snow plowing, sanding, salting, snow removal, or other winter maintenance operations.			

****The Contractor will receive a daily lump sum amount of \$50.00 for each calendar day where no work is performed.**

Tender – Bid Form (Page 2 of 2)

Project # EC-PW-25-18

Project Name: Winter Parking Lot and Road Allowance Maintenance

We have carefully examined the tender bid form, the facilities and the attached documents for:

Winter Parking Lot and Road Allowance Maintenance

Company Name: _____

Address: _____

Postal Code: _____

Telephone #: _____

Email Address: _____

Name/Position: _____

Signature: _____

Date: _____

APPENDICES: MAP LOCATIONS

Schedule "A" Spencerville Arena



2023-10-30, 1:46:18 p.m.

- Surrounding Parcel
- Municipal Road
- County Road
- LG_RoadNetwork

1:2,257

00.010.030.05

00.020.040.08

mi

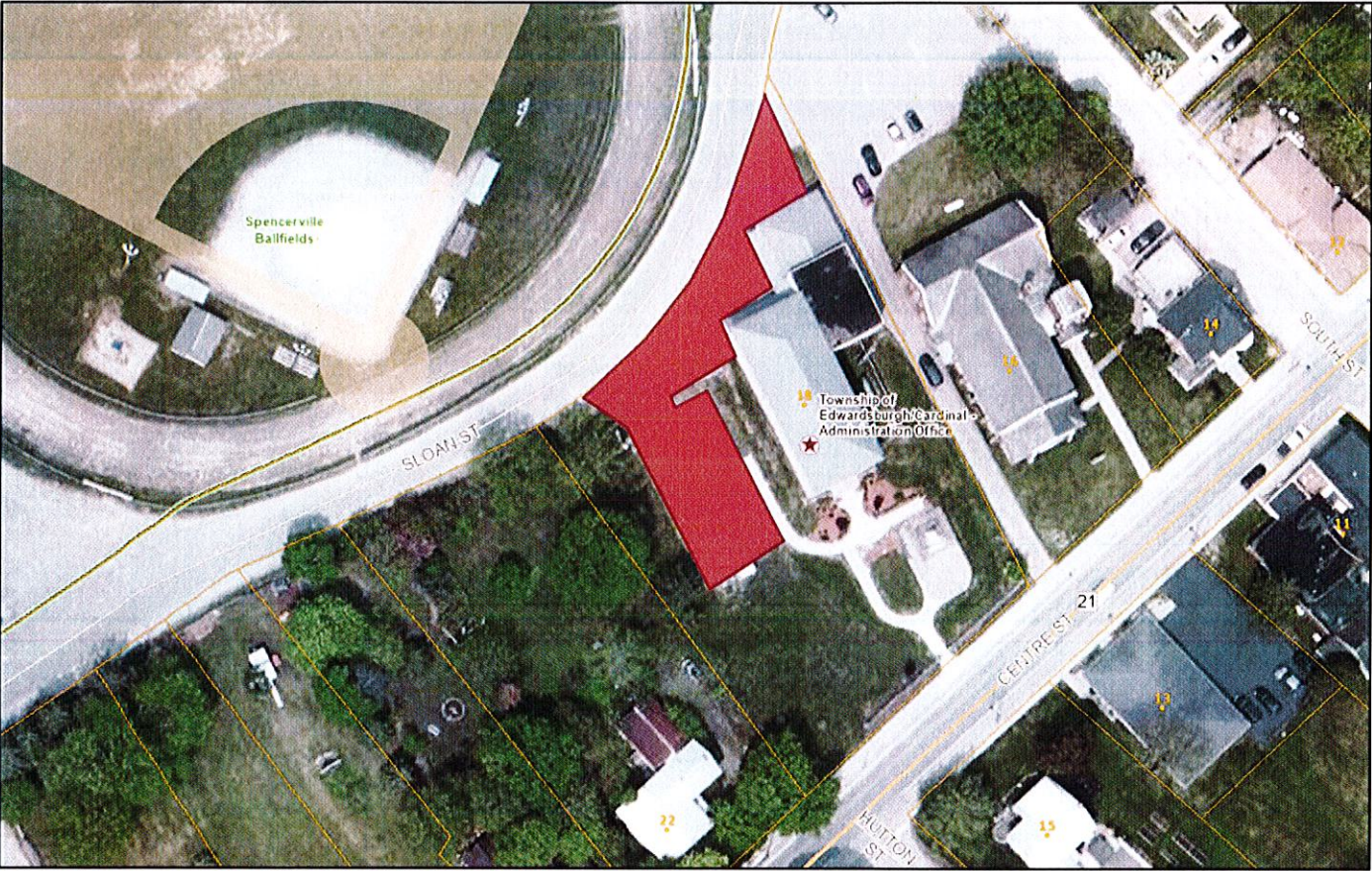
km

Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and

Leeds Grenville GIS

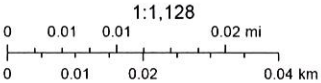
Disclaimer: The data provided is for informational purposes only. UCLG is not liable for positioning inaccuracies, subsequent updates, errors or omissions of data.

Schedule "B" Municipal Office



2023-10-30, 1:54:35 p.m.

- Surrounding Parcel
- Municipal Road
- LG_RoadNetwork
- County Road



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Schedule "C" Spencerville United Church



2023-10-30, 1:58:56 p.m.

Surrounding Parcel

Municipal Road

LG_RoadNetwork

County Road

1:1,128
0 0.01 0.01 0.02 mi
0 0.01 0.02 0.04 km

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Schedule "D" Spencerville Fire Station 1



2023-10-30, 2:03:58 p.m.

Surrounding Parcel
 LG_RoadNetwork
F Firehall
 — County Road

Municipal Road

1:2,257
 0 0.01 0.03 0.05 mi
 0 0.02 0.04 0.08 km

Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and

Leeds Grenville GIS

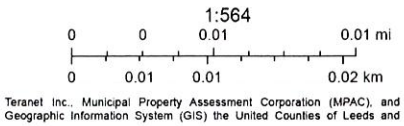
Disclaimer: The data provided is for informational purposes only. UCLG is not liable for positioning inaccuracies, subsequent updates, errors or omissions of data.

Schedule "E" Dry Hydrant Parking Lot



2023-10-30, 1:33:41 p.m.

- Parcel
- LG_RoadNetwork
- Surrounding Parcel
- Municipal Road



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Schedule "F" Spencerville Lagoons



2023-10-30, 2:09:55 p.m.

Surrounding Parcel
 Provincial Highway
 LG_RoadNetwork
 County Road

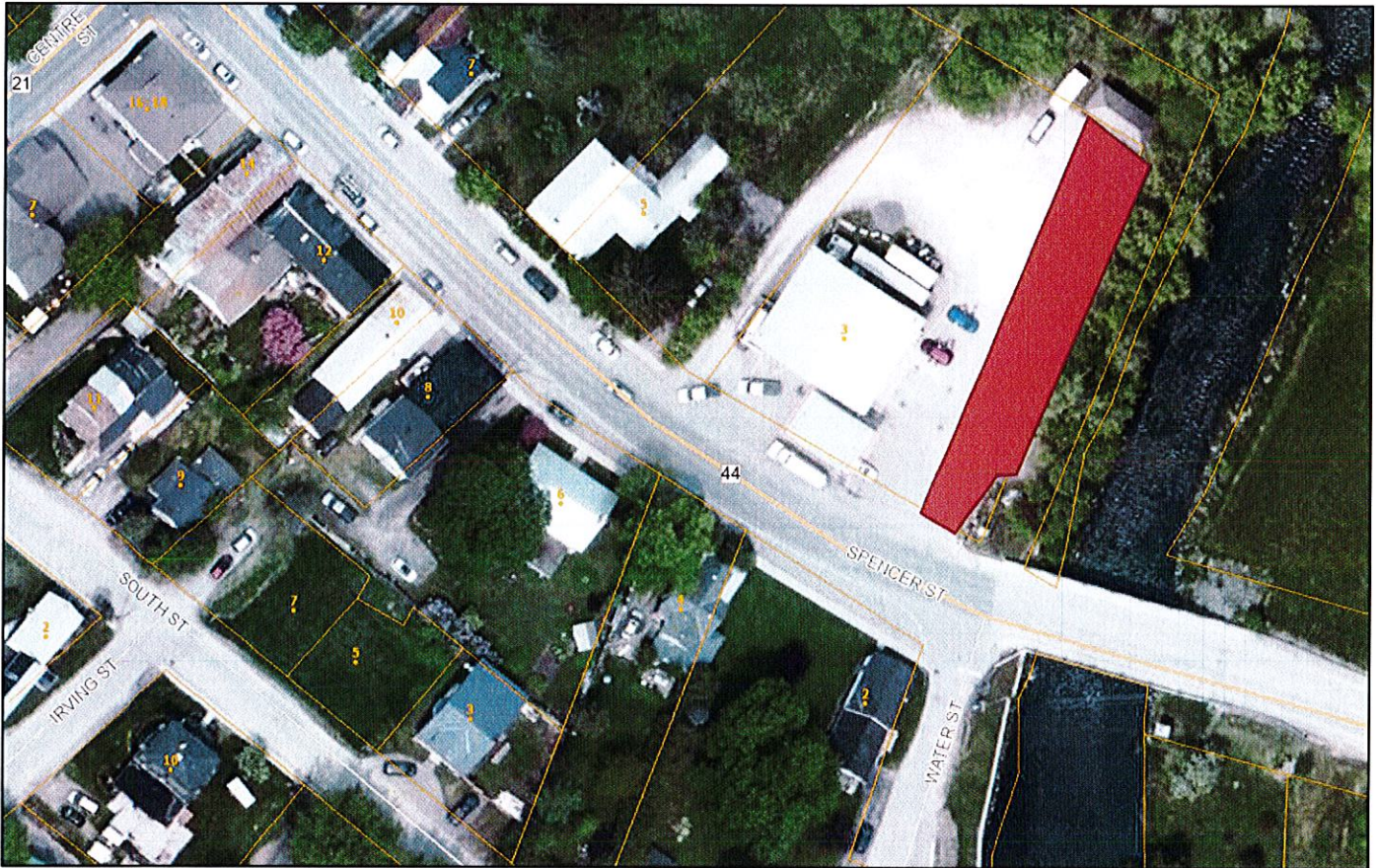
1:4,514
 0 0.03 0.05 0.1 mi
 0 0.04 0.09 0.17 km

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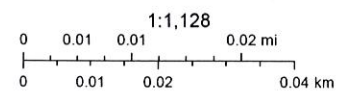
Schedule "G" Spencerville Pumping Station 1 (Drummond's)



2023-10-30, 2:18:21 p.m.

Surrounding Parcel
 LG_RoadNetwork
 County Road

Municipal Road



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Schedule "H" Spencerville Pumping Station 2



2023-10-30, 2:23:30 p.m.

 Surrounding Parcel LG_RoadNetwork
Municipal Road

1:564
0 0 0.01 0.01 mi
0 0.01 0.01 0.02 km

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Schedule "I" Spencerville Pumping Station 3



2023-10-30, 2:28:13 p.m.

Surrounding Parcel
 LG_RoadNetwork
 County Road

1:564
 0 0 0.01 0.01 mi
 0 0.01 0.01 0.02 km

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 Geographic Information System (GIS) the United Counties of Leeds and

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Schedule "J" Spencerville Library



8/27/2025, 12:19:54 PM

- Civic Address

Parcel

Libraries

Geographic Township

Municipal Boundary

Mainland

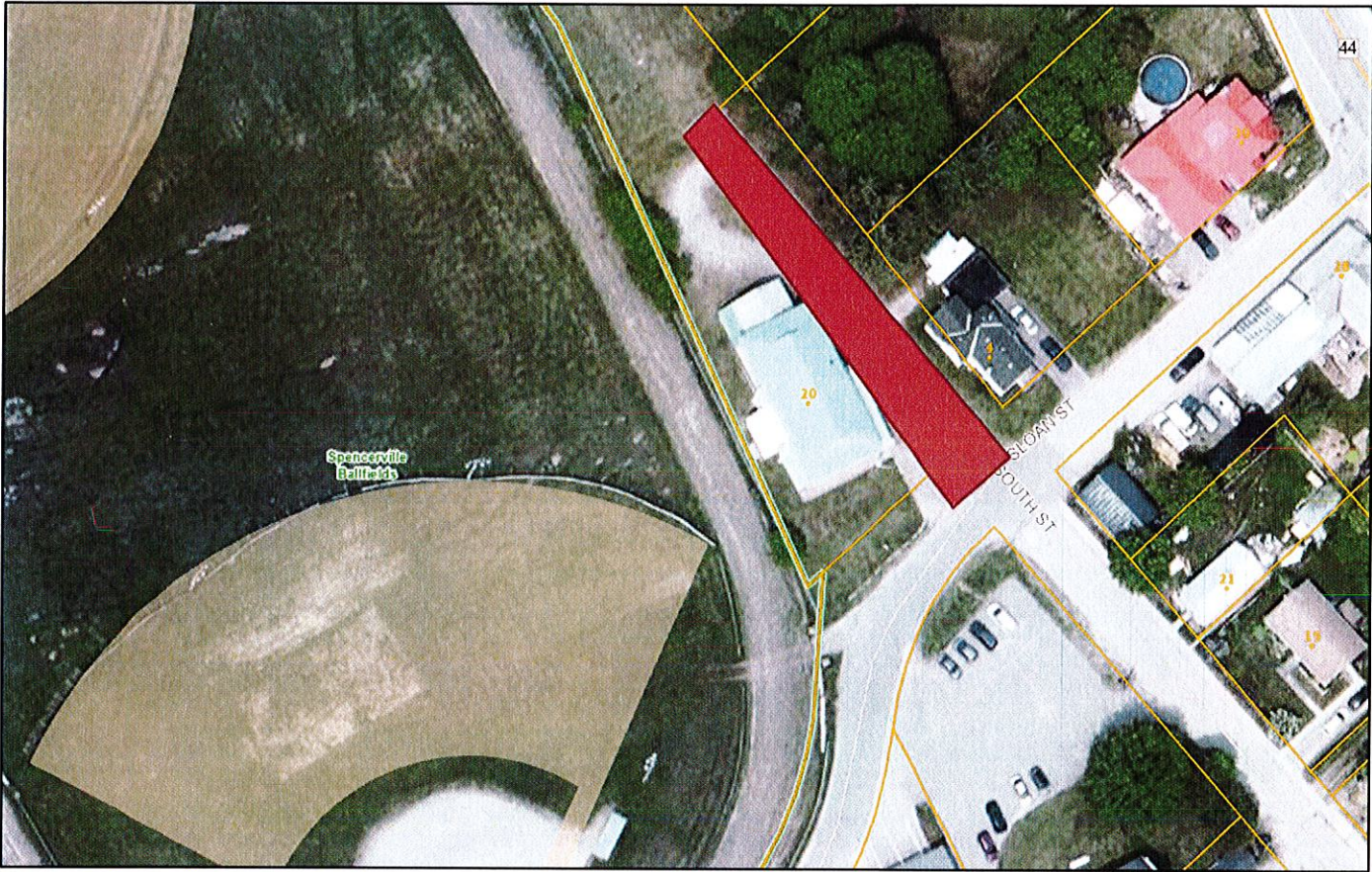
Lot and Concession

LG_RoadNetwork

County Road

Municipal Road
- A scale bar with markings for 0, 0.01, and 0.02 miles, and 0, 0.01, and 0.02 kilometers. The scale is labeled 1:564.
- Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and
- Leeds Grenville GIS
- Disclaimer: The data provided is for information purposes only. UCLG is not liable for positioning, inaccuracies, subsequent updates, errors or omissions of data.

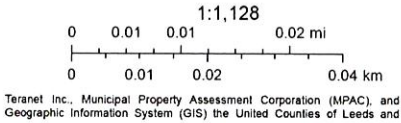
Schedule "K" South Street extension



2023-10-31, 11:14:02 a.m.

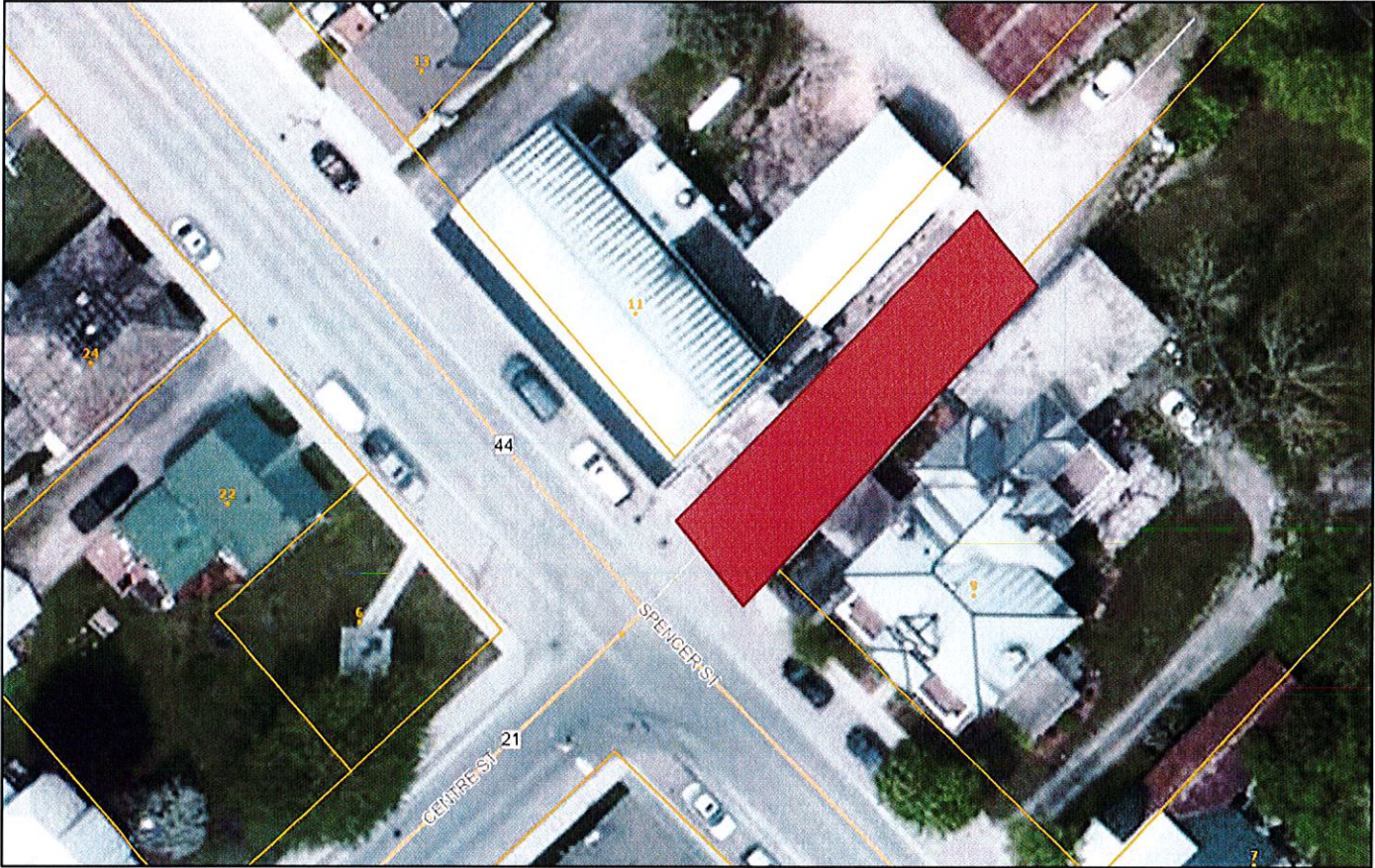
- Parcel
- LG_RoadNetwork
- Surrounding Parcel
- County Road

Municipal Road



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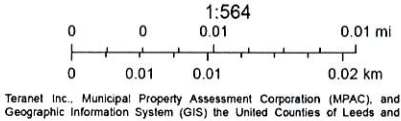
Schedule "L" 11 Spencer Street



2023-10-31, 11:19:11 a.m.

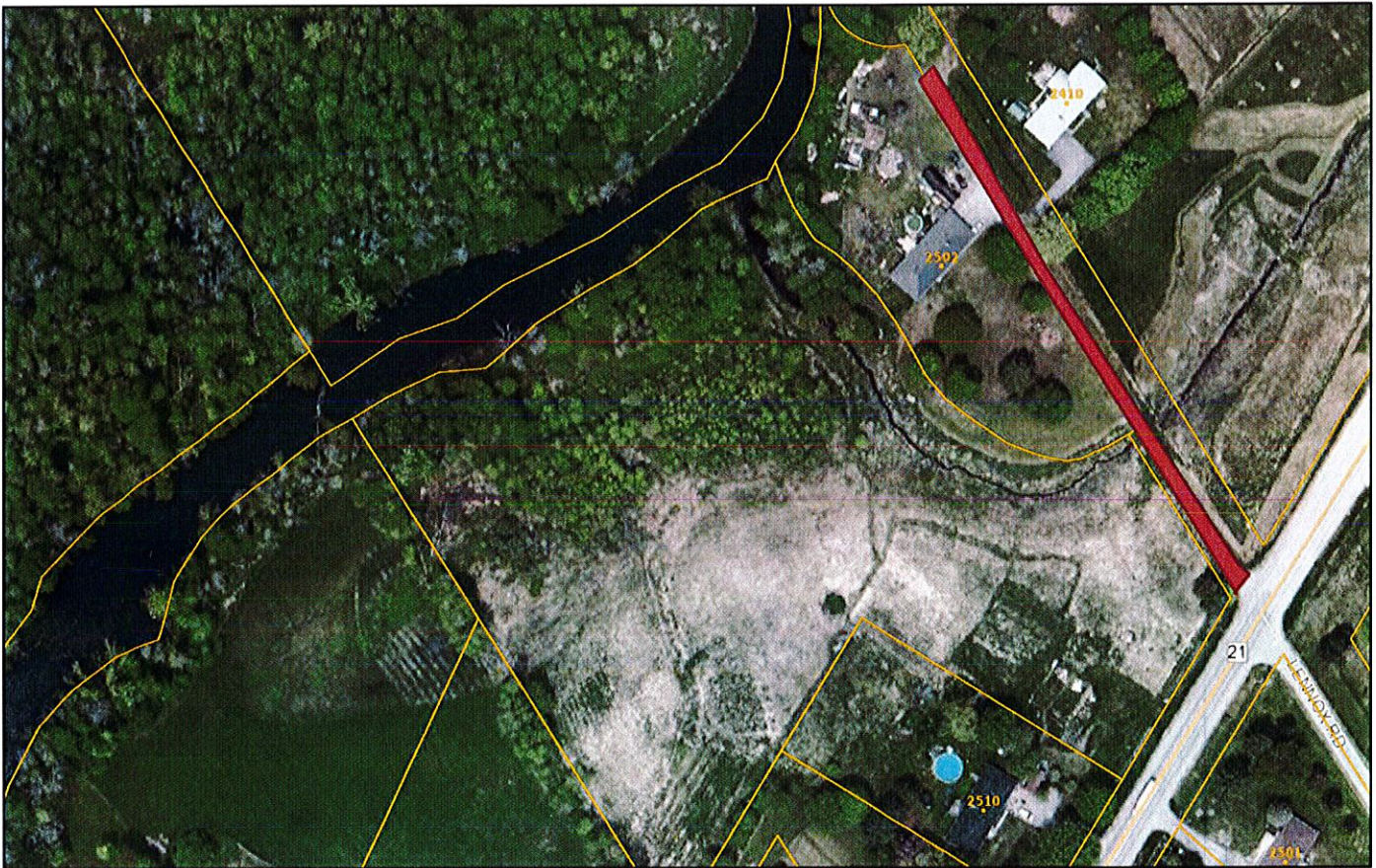
- Parcel
- LG_RoadNetwork
- Surrounding Parcel
- County Road

Municipal Road



Leeds Grenville GIS
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Schedule "M" Lennox Rd. road allowance north of CR21



2023-10-31, 11:26:48 a.m.

Parcel LG_RoadNetwork
Surrounding Parcel County Road

Municipal Road

1:2,257
0 0.01 0.03 0.05 mi
0 0.02 0.04 0.08 km

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