



TENDER NO. 2026-01

Road Maintenance Services (Winter and Summer)

Issued: February 20, 2026

Closing: March 16, 2026 at 4:00 p.m. (local time)

1. Invitation to Tender

The Corporation of the Township of Prince (the “Township”) invites sealed or electronic tenders from qualified contractors for the provision of winter and summer road maintenance services commencing May 1, 2026.

This Tender is issued in accordance with the Township’s Procurement Policy adopted pursuant to section 270(1) of the Municipal Act, 2001.

This is an open competitive procurement process.

Tenders shall be irrevocable for a period of sixty (60) days following the Closing Date.

2. Contract Term

The initial contract term shall be for one (1) year commencing May 1, 2026 and ending April 30, 2027.

The Township may, at its sole discretion, renew the contract for up to two (2) additional one-year terms, subject to:

- Council approval pursuant to sections 290 and 291 of the Municipal Act, 2001
- Satisfactory performance
- Budget approval

For renewal terms, pricing adjustments shall be limited to the Ontario CPI (All-Items, 12-month average), capped at 3% per year.

3. Scope of Work

A. Winter Maintenance Services

Services include but are not limited to:

- Municipal Office parking lot, walkways and doorways – 3042 Second Line West, Prince Township, ON
- Pinder Drive
- Prince Lake Road entrance (Second Line to 4 Prince Lake Road)

Services include:

- Snow plowing
- Sanding and/or salting
- Snow removal or relocation as required
- Weather monitoring and proactive mobilization

All services shall meet or exceed requirements under Ontario Regulation 239/02.

Plowing shall commence at approximately 5 cm accumulation unless otherwise directed.

B. Summer Maintenance Services

Services include:

- Grading of Prince Lake Road and other gravel roads as authorized
- Cemetery excavation services
- Minor related grading work

All work shall be performed only upon written authorization of the Township.

4. Performance Standards

Winter Operations

The Contractor shall:

- Clear Township facilities by 7:00 a.m. following overnight snowfall events
- Complete operations within four (4) hours of a daytime event ending before 4:00 p.m.
- Complete designated routes within eight (8) hours of commencement, subject to extreme weather
- Monitor weather conditions during winter operations
- Comply with the Occupational Health and Safety Act and Ontario Traffic Manual Book 7

Summer Operations

The Contractor shall:

- Leave surfaces free of windrows and hazards
- Respond to service requests within forty-eight (48) hours unless otherwise agreed
- Comply with all applicable legislation and safety standards

5. Pricing Structure

All rates shall be firm for the initial term and shall be all-inclusive of labour, equipment, fuel, materials, overhead, profit, mobilization, standby, and incidentals.

No additional charges shall apply without prior written authorization.

Winter Maintenance

- Hourly Rate – Plowing
- Hourly Rate – Sanding
- Hourly Rate – Grading
- Hourly Rate – Additional Equipment (if applicable)

Summer Maintenance

- Hourly Rate – Grader
- Hourly Rate – Cemetery Excavation
- Hourly Rate – Additional Equipment (if applicable)

6. Evaluation and Award

Tenders will be reviewed for compliance with mandatory submission requirements.

Subject to Council approval, the contract will be awarded to the lowest priced compliant bidder.

The Township reserves the right to:

- Reject any or all tenders
- Waive minor irregularities that do not materially affect the Tender
- Verify references and qualifications
- Cancel the Tender at any time prior to award
- If all compliant bids exceed available budget, cancel and re-issue the Tender or modify the scope and re-tender

The Township shall not be obligated to accept the lowest or any tender.

7. Insurance, Indemnification and WSIB

Prior to contract execution, the successful bidder shall provide:

- Commercial General Liability Insurance of not less than \$5,000,000 per occurrence
- Automobile Liability Insurance of not less than \$5,000,000
- The Township named as Additional Insured
- Thirty (30) days written notice of cancellation
- Current WSIB clearance certificate

The Contractor shall indemnify and hold harmless the Township from all claims arising from performance of the services.

8. Conflict of Interest and Collusion

Bidders shall disclose any actual or potential conflict of interest.

Submission of a tender constitutes confirmation that the bidder has not engaged in collusion or bid-rigging.

9. Independent Contractor

The successful bidder shall act as an independent contractor and not as an employee or agent of the Township.

10. Submission Requirements

Electronic submissions are to be submitted to treasurer@princetwp.ca

OR

Sealed Envelope sent to 3042 Second Line West, Prince Township ON P6A 6K4

Tenders must include:

- Completed Bid Form – Schedule A
- Equipment list
- Two references for similar municipal work
- Insurance confirmation
- WSIB clearance certificate

No bid security is required.

11. Tender Closing

Tenders must be received no later than:

Monday, March 16th, 2026 at 4:00 p.m. (local time)

Late or incomplete submissions will not be accepted.

APPENDIX A – BID FORM

Tender No. 2026-01

Road Maintenance Services (Winter and Summer)

A1. Bidder Information

Legal Name of Bidder: _____

Operating Name (if different): _____

Business Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Person: _____

Title: _____

Telephone: _____ Email: _____

HST Number: _____

WSIB Account Number: _____

A2. Bid Pricing

All prices shall be in Canadian dollars and exclusive of HST.

All hourly rates are all-inclusive of labour, equipment, fuel, materials, overhead, profit, mobilization, standby, and incidentals.

Winter Maintenance Services

Description	Hourly Rate (\$)
Plowing	\$ _____
Sanding	\$ _____
Grading	\$ _____

Additional Equipment (specify below) \$ _____

Additional Equipment Description (if applicable):

Summer Maintenance Services

Description	Hourly Rate (\$)
Grader (all inclusive)	\$ _____
Cemetery Excavation (all inclusive)	\$ _____
Additional Equipment (specify below)	\$ _____

Additional Equipment Description (if applicable):

A3. Equipment List

The Bidder confirms availability of the following equipment to perform the Work:

Equipment Type Make/Model Year

**Owned/
Leased**

(Attach additional pages if required.)

A4. References

Reference 1

Organization: _____

Contact Name: _____

Phone: _____

Description of Work: _____

Reference 2

Organization: _____

Contact Name: _____

Phone: _____

Description of Work: _____

A5. Bidder Declarations

The Bidder hereby certifies that:

1. This Tender is submitted without collusion or fraud.
2. The Bidder has reviewed all Tender documents and Addenda.
3. The Bidder agrees that this Tender shall be irrevocable for sixty (60) days following Closing.
4. The Bidder has the equipment, expertise, and capacity to perform the Work.
5. The Bidder will comply with all applicable legislation including the Occupational Health and Safety Act and Ontario Regulation 239/02.

Authorized Signing Officer:

Name: _____

Title: _____

Signature: _____

Date: _____

Corporate Seal (if applicable)

APPENDIX B – ADDENDUM ACKNOWLEDGEMENT LOG

Tender No. 2026-01

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The Bidder acknowledges receipt of the following Addenda issued by the Township:

Addendum No. Date Issued Acknowledged (✓)

Addendum 1 _____

Addendum 2 _____

Addendum 3 _____

The Bidder confirms that all Addenda have been incorporated into this Tender submission.

Authorized Signing Officer:

Name: _____

Signature: _____

Date: _____

APPENDIX C – SITE VISIT INFORMATION (OPTIONAL)

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C1. Site Visit Details (If Applicable)

A voluntary site visit may be arranged upon request.

Location:

Municipal Office – 3042 Second Line West, Prince Township, ON

Interested bidders shall contact:

Name: _____

Title: _____

Email: _____

Phone: _____

The purpose of the site visit is to familiarize bidders with site conditions and operational access requirements.

C2. Important Notes

- Attendance at the site visit is optional.
- No verbal information provided during the site visit shall be binding unless confirmed by written Addendum.
- Bidders are solely responsible for assessing site conditions.
- All questions arising from the site visit must be submitted in writing.