

Center Dufferin Recreation Complex Snow Removal and Salting RFP 03-2026

2026/2027

Location: Centre Dufferin Recreation Complex,
200 Fiddle Park Lane, Shelburne, ON L9V 3C9

The Centre Dufferin Recreation Complex (CDRC) invites submissions for snow clearing and salting at its facility located at 200 Fiddle Park Lane, Shelburne, Ontario during the months of **November 1, 2026 through April 15, 2027.**

Interested bidders are invited to submit their proposal on the attached 2026-2027 Snow Removal Proposal Form showing prices for snow clearing and salting services.

Submissions marked "Snow Removal RFP" in a sealed envelope addressed to Josh Oatman will be received until 3:00pm on Thursday, October 8, 2026.

The lowest or any submission will not necessarily be accepted. The CDRC reserves the right to reject any or all proposals.

For more information and the Scope of Work process, please contact:
Josh Oatman, Facility Maintenance Manager
Centre Dufferin Recreation Complex
200 Fiddle Park Lane
Shelburne, ON L9V 3C9
Phone: (519) 925-2400 or (519) 939-1338
Email: joatman@shelburne.ca

Center Dufferin Recreation Complex Snow Removal and Salting RFP 03-2026

2026/2027

Scope of Work:

1. Areas to be cleared of snow and piled, salted and or sanded on a regular basis as needed to provide a reasonable safe surface.
 - a) Paved parking lot
 - b) Gravel parking lot
 - c) Laneway surrounding the Centre Dufferin Recreation Complex
 - d) Hill/Ramp exiting the Centre Dufferin Recreation Complex
2. These areas must be cleared as required to accommodate CDRC patrons and staff, and a student drop-off area in the gravel parking lot. The timing for the paved parking lot is to be determined by the Facility Maintenance Manager. The student drop-off area in the gravel parking lot needs to be clear prior to 7:00am and 2:00pm.
3. Expectations for frequency of snow removal in these areas are to be after snow fall of greater than 2 inches or determined by the CDRC Facility Maintenance Manager.
4. The Facility Maintenance Manager will determine how the need for snow removal is communicated to the Contractor.
5. **No Salt or sand to be used on north end of building.**
6. The location, height, etc. of the cleared snow will be determined between the Contractor and the Facility Maintenance Manager.
7. Contractors to work in conjunction with the Town of Shelburne Works Department as they will be clearing an area for the school staff to park in the gravel parking lot.
8. Any snow clearing in addition to the parking lots, lane way and exit must be preapproved by the Facility Maintenance Manager.
9. Additional snow clearing for reasons other than recent snowfall or drifting must be preapproved by the Facility Maintenance Manager.

Center Dufferin Recreation Complex Snow Removal and Salting RFP 03-2026

2026/2027

10. Any snow hauling must be preapproved by the Facility Maintenance Manager.

11. Additional fees to be pre-approved by Facility Maintenance Manager (Snow dumping fees, etc.)

Terms and Conditions:

All Contractors are responsible to familiarize themselves with the facility for which they are submitting this RFP to determine the areas to be cleared.

Contractors with one or more employees must be registered with WSIB. If you are registered with WSIB, please submit a letter of good standing with your package.

The successful contractor must:

- Submit a WSIB Clearance Certificate (if WSIB registered).
- Submit proof of \$5,000,000 liability insurance coverage.
- Obtain any business licenses that may be required by the community in which they are contracted to perform their services.
- Confirm bylaws with the city or town in which the work will be done and abide by these bylaws or obtain written confirmation of any exceptions granted by the city/town.
- Err on the side of caution while snow clearing around staff, customers, buildings, structures, sidewalks, curbs, etc. The Contractor will be held liable for all repairs to property damaged by their equipment.

At any other time during the contract, either party may cancel the balance of the contract by giving 30 days written notice.

Further, the Centre Dufferin Recreation Complex reserves the right to suspend or terminate the contract immediately in the event of the following:

- If the contractor, in the provision of the services under this contract, does not provide the services to the required standard.
- If the machinery required to be operated by qualified individuals is operated by individuals who are not qualified.

Center Dufferin Recreation Complex
Snow Removal and Salting RFP 03-2026

2026/2027

SNOW REMOVAL PROPOSAL FORM

Price per push for first 2" – 5" maximum 3 hours \$ _____

Hourly rate per hour \$ _____

Salt charges for front paved area \$ _____

Salt charges for gravel parking \$ _____

Salt charges for ramp only \$ _____

Accumulations greater than 5" additional charge per hour \$ _____

Call in from Facility Maintenance Manager / Designate:
Drifting snow will be plowed per hour \$ _____

All out contract price for the 2026-2027 season for
snowplowing and salting \$ _____

Type of equipment to be used:
Equipment must have the capability to perform snow removal in a safe and efficient manner.

Center Dufferin Recreation Complex
Snow Removal and Salting RFP 03-2026

2026/2027

Business Name

Address

Town/City

Postal Code

Ph # (s)

Email

WCB Registered: YES _____ NO _____

Contact Name

Title

Signature

Date _____/_____/_____
Month Day Year