



## Request for Quotes: **Snow Removal and Salt De-Icing for MCA Facilities Winter Maintenance 2024/2025**

**Issued By:** Mohawk Council of Akwesasne, Dept. of Infrastructure, Housing and Environment

**Date Issued:** November 18, 2024

**Submission Deadline:** November 29, 2024, at 3 p.m.

### **1. Introduction**

Interested contractors are invited to submit quotes for service for the MCA facilities programs/services coordinated with the Department of Infrastructure Housing & Environment (DIHE) Maintenance Sector. The Department requires snow removal, salt, and/or screened sand salt mixture spreading on snow/ice for the identified sites noted herein.

Contractors submitting a quote for performing the Snow Removal and Clearing services for the intent of the contract services, must submit a copy of a current active insurance and liability forms relevant for the contract, as well as a copy of the Contractors Health and Safety Policy and Procedures for their Employees.

Contractors crew must have up to date necessary licenses for operating snow plow vehicles.

The chosen contractors will be expected to ensure safe and accessible parking areas for all employees and visitors throughout the snow season.

The Department has identified “blocks” of buildings to be serviced by individual contractors. The buildings are located within the jurisdiction and control of the Mohawk Council of Akwesasne.

**The contractors are invited to bid on specific buildings or blocks of buildings and/or any combination thereof. Blocks are comprised within the three districts of Kawenoke, Kanatakon and Tsi Snaihne.**

***The contractors agree that by submitting a quote/ price per block or combination of blocks that based on all quotes received, the DIHE reserves the right to propose an average cost for service to contractors.***

Contractors submitting a quote for Snow Removal and Ice Control services must include current insurance and liability documentation, along with their Health and Safety Policy and WSIB information for employees.

## **2. Scope of Services: Contractor Responsibilities**

The scope of services includes, but is not limited to the following:

- A. Snow clearing / removal schedule: for the months of November (from date of award) to March, on a need basis depending on snow accumulation and to follow each designated building's working operational hours.
- B. The contractor will implement timely and effective plowing of Snow services. And respond to emergency snow or ice events in communication with DIHE Maintenance and Housing Managers. The contractor is to clear the parking lots from snow when the snow accumulates to two (2) inches after a snowfall and when the weather report calls for continuous snow.
- C. De-icing is also required when icy conditions are present.
- D. In the event of snow accumulation, each facility is required to be serviced prior to the start of a normal workday. Ensure parking lots are cleared and treated before 7:00 AM. to ensure a safe accessible parking lot area and parking entrances to the facilities.
- E. In the event of heavy snowfall, the Contractor must respond to requests from DIHE Maintenance and Housing Managers within 30min. to 60 min. after the MCA DIHE calls for such services, in the same day that has heavy snowfall.
- F. The MCA DIHE, also reserves the right to request stoppage of services for any length of time.
- G. The MCA 24-hour operation sites may require service more than once per snow event, and includes weekends to ensure a safe accessible parking lot area during consistent snow events. The call for extra service will come from the maintenance managers / head caretakers at that site when required. This is to be discussed with DIHE managers at those facilities.
- H. Every snow/ice removal event upon completion shall be reported by email to MCA Management responsible for areas in their Blocks within a 24-hour period.
- I. Contractors will be responsible for the designated parking lots, parking entrances to the facilities. Note the sidewalks will be cleared by the DIHE maintenance crew.

- J. The contractor is responsible to supply all necessary labour, materials, and equipment for to perform the required services.
- The plowing of snow / removal of snow within parking lots,
  - The supply of salt materials,
  - The spreading of salt within parking lots

- K. **Salting and Sanding:** Apply salt or other de-icing agents to prevent icy conditions and ensure traction. Include separate equipment and cost.  
*For this tender, "sanding" refers to rock salt, stone dust and salt mix.*

**Material Specifications:** Stone chips, stone/salt mix, salt, or screened sand/salt mix must not exceed ¼" in size. Approved de-icing materials include rock salt, pre-wetting salt, anti-icing liquids (e.g., salt brine), and low-chloride options such as acetates, formates, and organic plant-based solutions.

**Note:** The contractor must confirm their choice of materials with the DIHE Maintenance Manager before application.

- L. De-ice the snow servicing areas any day that the temperature drops to 1 degree Celsius or lower and precipitation is imminent; - forming ice rain to parking lots. DIHE Maintenance Management to approve.
- M. The contractor to haul or relocate snow to avoid excessive accumulation of snow piles. A predetermined site will be discussed with DIHE maintenance and Housing managers for each building site.
- N. The contractor may relocate the snow to a third-party dump site if requested by DIHE.
- O. The contractor is responsible to regularly monitor the weather forecasts to proactively plan for snow events.
- P. It is strongly recommended that each site is visited prior to submitting your tender
- Q. The contractor is responsible to repair or replacement of any fixture or appurtenances on the said parking lots / properties as a result of damage inflicted upon them by the Contractor. Before the contracts are issued and signed, MCA Maintenance and Housing Managers will meet with the successful contractors to discuss the current conditions of the existing parking lots. Photos of the parking lot will be retained as record before work commences.
- R. The contractor to provide proof of vehicle and equipment liability insurance (minimum \$2M) must be forwarded with quotes as well as a working copy

of the Contractors Health and Safety Policy and Procedures for their Employees. **All drivers must have a valid drivers license.**

### **3. Evaluation Criteria**

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Cost-effectiveness
- References and past performance
- Compliance with insurance , WSIB and licensing requirements
- representative of same.

### **4. Payment**

- A Maintenance Manager has been assigned to coordinate and sign for each invoice for service. Payment will follow MCA Finance regular payment schedule for contractors.
- MCA will retain a 10% holdback on each payment and release at the end of the season after our maintenance management has approved their review of the parking lot condition and any deficiencies encountered over the winter season.
- The Contractor must attend a kick-off meeting and conduct a site inspection of each facility with DIHE management before the contract begins. Any deficiencies or damaged areas must be recorded, as the Contractor will be responsible for repairing any damages incurred after the season ends from plowing. At the end of the season DIHE Management will also be required to review and approve to release holdback payment.

### **4. Submission Instructions**

- Proposals should be clearly labeled as “Snow Removal and Salt De-Icing for MCA Facilities Winter Maintenance 2024/2025” on your envelope submission
- Include all copies of Liability Insurances, WSIB
- Late submissions will not be considered.
- Completion of all Snow Contract forms attached on page 5, 6 & 7.

**Quotes for service can be faxed or emailed to the Department of Infrastructure Housing & Environment no later than 3:00 pm November 29, 2024. To the attention of:**

Leslie Papineau, Director, Dept. of Infrastructure, Housing and Environment  
CIA Building # 3  
101 Tewesateni Road, Kawehno:ke  
Akwasasne, ON K6H-0G5  
Phone 613-575-2250,  
**FAX # 613-938-6760,**  
E-Mail [leslie.papineau@akwasasne.ca](mailto:leslie.papineau@akwasasne.ca)

## SNOW CONTRACT FORMS

<b>Name of Contractor:</b>	
<b>Address of Contractor:</b>	
<b>Office Number:</b>	
<b>Cellular Number:</b>	
<b>Email:</b>	
<b>Date: Signature:</b>	

The Contractor confirms they are fully informed of all conditions affecting the work, based on their own investigation, and will not make claims against the MCA based on any MCA estimates or representations.

All work under this Contract must meet MCA/DIHE Management standards for quality, operations, and timelines. Management may halt work entirely if workplace safety issues arise.

**Please indicate Cost per hour / per each line item**

- |  |                        |
|--|------------------------|
| 1. Pick up truck with plow:                    | cost per hour _____    |
| 2. Truck with plow (dual wheel or double axle) | cost per hour _____    |
| 3. Backhoe:                                    | cost per hour _____    |
| 4. Loader:                                     | cost per hour _____    |
| 5. Dump truck for snow removal:                | cost per hour _____    |
| 6. Screened Stone dust/Salt mix                | per ton spread _____   |
| 7. Rock Salt                                   | per ton spread _____   |
| 8. Stone dust chips                            | per ton spread _____   |
| 9. Anti-Icing liquids                          | per litre spread _____ |

**The following buildings and/or blocks of buildings have been identified:  
Please indicate which block your company is interested in: Note: The areas highlighted in grey have been removed from the blocks and are not part of this submission.**

<b>Block #1</b>	<b>Contractor Initial</b>
Ahkwesahsne Mohawk School (AMS)	_____
Cornwall Island Rec/Day Care	_____
A'nowarakowa Arena	_____
Adult Care Facility/Tsiionkwanonhsote (24 hr)	_____
Family Violence Shelter (24 hr)	_____
Transitional Shelter site (24 hr)	_____

<b>Block #2</b>	<b>Contractor Initial</b>
CIA#1	_____
CIA#2 Clinic	_____
CIA#3 Admin (+ associated parking areas including laneway to L. Garrow/Grace Roundpoint resident driveway)	_____
Adolescent Treatment Center (24 hr)	_____
Peace Tree Mall (PTM)	_____
AMBE Office (behind PTM)	_____

<b>Block #3</b>	<b>Contractor Initial</b>
Kanatakon Village School	_____
St. Regis Village Health Facility	_____
St. Regis Village Rec/Day Care	_____
St. Regis Church Parking Lot	_____

<del>Maintenance Shop Buildings, St. Regis</del>	<del>_____ Omitted</del>
<del>AMPS Boat House Driveway</del>	<del>_____</del>
<del>Akwesasne Mohawk Police Service (AMPS) Station</del>	<del>_____</del>

**Block #4**

**Contractor Initial**

lakhihsohtha (24 hr)	_____
TsiSnaihne Day Care	_____
Iohahi:io	_____
Tsi Snaihne School	_____
Snaihne Recreation Ctr	_____
Tsi Snaihne AMPS Sub Station & Snye Wake House	_____
Whoville DCSS Outreach site	_____
Snye Warehouse 78 Sunday Drive	_____

<b>Block #5:</b>	<b>Omitted</b>
<hr/>	
<del>Administration Bldg. #4 (Finance) [formerly Housing]</del>	<del>_____</del>
<del>Administration Bldg #1 &amp; #3 (A Frame &amp; adj. HR Bldg)</del>	<del>_____</del>
<del>Angus Mitchell Memorial Bldg Parking Lot</del>	<del>_____</del>
<del>Adjacent Parking Lot to Angus Mitchell Memorial Bldg</del>	<del>_____</del>

**Block #6**

**Contractor Initial**

45, 47 Third Street Circle, St. Regis (2 driveways)	_____
27 Sweet Grass Manor St. Regis (front/back + ramps)	_____
29 Park Street, 5 Plex Apartments Parking Lot	_____
117 Hilltop Drive Parking Lot	_____

**Block #7**

**Contractor Initial**

204-206 A&B, Chapman Road, driveways	_____
93,100,101 A&B Whoville Road, driveways	_____
18,19,22,42, 25, 27, 35, 39 Whoville Road Apartment Complex	_____

**Block #8**

**Contractor Initial**

1109 Island Road, 4 Plex Apts. Parking Lot, Cornwall Island	_____
31, 35, 42, 46, 48, 55, 59, 71 Apartment Rd, Parking Lots (8)	_____
Cornwall Island	_____
AMPS Cornwall Island Sub-Station, Frank B Mem. Rd.	_____

## **Health and Safety Responsibilities**

Safety is essential for all contracts with MCA and for every individual working on MCA grounds.

All contract work at Akwesasne must fully comply with the latest Occupational Health and Safety Act, current Health and Safety Standards, and any additional procedures set forth by the Mohawk Council's Department of Infrastructure, Housing, and Environment.

Non-compliance may disqualify an individual from future MCA projects.

### **Contractor Responsibilities:**

1. **Health and Safety Compliance:** Contractors and sub-contractors must ensure that all work aligns with applicable legislation, providing a safe work environment for MCA and all personnel under their direct or indirect supervision.
2. **Health and Safety Program:** Contractors must establish and maintain a Health and Safety program, including a policy that upholds high standards consistent with relevant legislation.
3. **Worker Safety:** Contractors must:
  - Wear personal protective equipment (PPE) and personal safety devices.
  - Receive adequate training to perform duties safely.
  - Report incidents, injuries, or unusual conditions to the designated MCA representative.
4. **Insurance:** Contractors must supply MCA with a valid WSIB certificate, including company details and policy number, before work begins.
5. **Safe Practices:** Contractors agree that work will not endanger MCA staff, visitors, or volunteers and will follow industry standards and safe procedures at all times.

***END OF TENDER DOCUMENT***