

Snow Removal & Ice Management

Scope of Work / Request for Proposal (RFP)

Property Information

Property: Howard Mutual Medical Centre (Ridgetown)

Address: 20129 Erie St S/Chatham-Kent County Rd 17, Ridgetown, Ontario N0P 2C0

Contact Person: Janine Myers, Vice-Chairperson, Howard Mutual Foundation

The Board of Directors for the above-noted medical building is seeking proposals from qualified contractors for snow removal and ice management services for the winter season.

Scope of Services

The successful contractor will provide complete snow and ice management services for the property, including but not limited to:

- Snow plowing of parking areas and drive lanes
- Clearing of sidewalks and pedestrian walkways
- Clearing around building entrances and exits
- Clearing accessible parking spaces and ramps
- Salting/sanding and ice control services
- Monitoring and responding to freezing rain and icy conditions
- Snow relocation/removal if snow accumulation becomes excessive

The property consists of:

- Parking lot with approximately 36 parking spaces
- Sidewalks servicing the main/public entrance and staff entrance

Service Standard

Bare Pavement Policy

The property is to be maintained under a bare pavement policy. The contractor is expected to take all reasonable steps necessary to maintain parking areas, sidewalks, entrances, and pedestrian routes in a safe, clear, and slip-resistant condition throughout winter weather events.

Trigger Conditions

Service shall be initiated:

- At **2 cm snow accumulation**
- During **freezing rain, icy conditions, or other ice events**, regardless of snow accumulation

Contractor shall monitor weather conditions proactively and respond accordingly without requiring the Board to initiate each service call.

Timing Requirements

The property is a medical facility and must remain safe and accessible for patients, staff, visitors, and service providers.

Minimum expectations include:

- Property cleared and safe for opening by **8:00 AM** (Monday-Saturday)
- Ongoing monitoring and maintenance during active weather events
- Maintenance of safe access conditions through operational hours extending to approximately **10:00 PM** for cleaning and support staff (Monday-Friday)
- Timely response to daytime snow and ice accumulation as required

Accessibility & Safety Requirements

The contractor acknowledges that the property is a medical building serving members of the public, including individuals with mobility and ambulation difficulties.

Accordingly:

- Accessible parking areas, ramps, entrances, and pedestrian routes shall receive priority attention
- Particular care shall be taken to minimize slip hazards
- Entrances and walkways must remain reasonably safe and accessible throughout winter events

Site Requirements

Contractor shall:

- Avoid blocking entrances, exits, fire routes, hydrants, or accessible areas
- Exercise care to avoid damage to curbs, landscaping, signage, and concrete surfaces
- Identify proposed snow storage/pile locations
- Notify the Board if snow hauling/removal becomes necessary

A site visit is strongly recommended prior to submission of proposal.

Insurance & Compliance Requirements

The successful contractor must provide:

- Commercial General Liability Insurance with minimum coverage of \$5,000,000 per occurrence
- Coverage specifically including snow and ice management operations
- Automobile liability insurance for all service vehicles/equipment with minimum coverage of \$1,000,000
- Proof of insurance prior to commencement of work
- Certificate of Insurance naming Howard Mutual Foundation, 20129 Erie Street, South, Ridgetown, ON. NOP 2C0 as additional insured
- Snow Removal Logsheets and Salt & Sanding Logsheets to be properly recorded & maintained, and available to Howard Mutual Foundation upon request
- HMF reserves the right not to accept a successful application if the required documentation is not provided by October 1, 2026

The Board reserves the right to request updated certificates during the contract term.

Proposal Requirements

Please include:

- Legal Company Name:
- Legal Company Address:
- Legal Company Phone:
- Legal Company Email:
- Name, Title and Phone Number of Contact Person:
- Bid Submission has been completed by (name & title):
- Company background and experience
- Description of equipment available
- Staffing and response capabilities; any sub-contractors who are part of this proposal
- References for similar commercial or medical properties
- Proposed pricing structure:
 - Seasonal
 - Per visit
 - Separate ice management pricing (if applicable)
- Details regarding after-hours/emergency response

Contract Term

Proposed service period: November 1, 2026 – April 15, 2027

Optional renewal terms may be considered.

Submission Information

Deadline for Proposals to be submitted: September 1, 2026

Submission Method: Email to info@howardmutualfoundation.ca

- Questions or requests for site visits should be directed to: Janine Myers, Building Liaison
226-229-9766, janine.ns.myers@gmail.com
- RFP Question Deadline: August 24, 2026. Questions received after this date may risk not being responded to prior to RFP closing.