

INVITATION TO QUOTE
SNOW REMOVAL
MEDUCTIC

The Municipality of Lakeland Ridges hereby invites quotes for the following locations of work as listed in Schedule A and following the specifications as outlined in Schedule B. All terms of the Winter Maintenance Agreement (attached) must also be met. This is a two-year contract. All items of work refer to the period November 1st, 2025 – April 30th, 2026 and November 1st, 2026 – April 30th, 2027. The Consumer Price Index (CPI) will be used to adjust the rate for the 2026-2027 season.

When submitting a quote please list price as follows:

Contract Year One:

November 1st, 2025 until April 30th, 2026: \$_____ (plus HST)

Payments will be made in 6 equal installments as per chart in the agreement*

Contract Year Two:

November 1st, 2026 until April 30th, 2027

CPI will be used to calculate the rate for the 2026-2027 season

Payments will be made in 6 equal installments as per chart in the agreement*

Quotes can be delivered in person, mailed, or emailed.

All quotes must be received on or before October 10, 2025

**** “MEDUCTIC SNOW REMOVAL TWO YEAR CONTRACT” must be clearly marked on the front of the envelope ****

In person: Municipal office located at 199 Main Street in Canterbury
Business hours are Monday – Friday 8am to 4pm

Mailed to: Municipality of Lakeland Ridges
199 Main Street
Canterbury, NB
E6H 1M6

Email: spatterson@lakelandridges.ca
Please put “Meductic Snow Removal Contract” in the subject line.

LOWEST OR ANY QUOTE NOT NECESSARILY AWARDED

NO SUB-CONTRACTING

Municipality of Lakeland Ridges

199 Main Street
Canterbury, NB
E6H 1M6

WINTER MAINTENANCE SERVICES AGREEMENT

CONTRACT NO. 2025-2027-M

LOCATION: Meductic

AGREEMENT made **BETWEEN** the Municipality of Lakeland Ridges and _____, (“Contractor”) in which the Contractor agrees to provide winter maintenance services from November 1, 2025 until April 30, 2026 and November 1, 2026 until April 30, 2027 for the roads listed in **Schedule A**, and in accordance with the terms contained in the Specifications in **Schedule B**.

For doing the above work as outlined in **Schedule A**, to the satisfaction of the Municipality of Lakeland Ridges, as identified in the Specifications in **Schedule B**, the Municipality agrees to pay the Contractor \$_____ (plus HST), via 6 monthly payments as per schedule below for the 2025-2026. CPI will be used to calculate the rate for the 2026-2027 season

Date	Monthly Amount	HST	Total Payment
November 28, 2025			
December 26, 2025			
January 30, 2026			
February 27, 2026			
March 27, 2026			
April 24, 2026			

Contractor

Date

Leonard Foster
Mayor of Lakeland Ridges

Date

Susan Patterson
CAO/Clerk of Lakeland Ridges

Date

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SCHEDULE A

HIGHWAY/STREET	LENGTH	DESCRIPTION	LOS
Fire Hall and Community Centre and Intersection of Route 165 and Main Street	0.600 kms	Complete length of street including hill	“A”
Main Street	2.400 kms	Intersection of Route 165 and Main Street to Village Limits	“B”
Circle Crescent	0.288 kms	Complete length of street	“C”
Crowhill Drive	1.000 kms	Complete length of street	“C”
White Birch Lane	0.486 kms	Complete length of street	“C”
Park Street	0.200 kms	Complete length of street	“C”

*Road surface temperatures (less than -15C) limits the effectiveness of de-icing chemicals (i.e. salt). Abrasives (sand) may be used in these situations.

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2. The Contractor is expected to be proactive in completing this work. Preparedness prior to storm events is mandatory. If the Contractor is unable to meet the LOS during a storm event, the Municipality will intervene, and the Contractor will be penalized accordingly.

- It will be the Contractor's responsibility to contact the Municipality within 30 minutes of becoming aware of issues with their equipment that is preventing them to maintain the required Level of Service on the contracted roadways. Open and honest communications will be expected throughout the course of the contract and any failures in that respect could lead to the contract being terminated.

3. The equipment specified by the Contractor for use to complete this contract, along with back up equipment, must be ready and available by October 1st of each contract year. If this equipment isn't ready or available by November 1st, a \$1,000 per calendar day penalty will be levied against the Contractor until all the equipment is ready.

- The Contractor will be required to demonstrate that he or she has dedicated pieces of equipment for this contract. This is to reduce the impact of possible equipment breakdown. Should he or she fail to demonstrate this to the Municipality's satisfaction, the Municipality may opt to either cancel the award, re-tender the contract, or award the contract to the next lowest bidder.
- Equipment may be inspected by the Municipality between October 1st and November 1st to ensure adequacy in delivering the required winter maintenance services on the contracted roadways. If the equipment is found to be unsuitable to meet the terms and conditions of this contract, the Municipality may either mandate that repairs be completed to the Municipality's satisfaction or opt to either cancel the award, re-tender the contract, or award the contract to the next lowest bidder.
- The Contractor must have access to suitable backup equipment that is the same type and caliber as the main equipment. This is to ensure consistent response time and effort.

4. The Municipality reserves the right to supply and install GPS units in the Contractor's equipment prior to November 1st and removed no later than April 30th of each year of the contract. Upon request, the Contractor must make available all applicable equipment to the Municipality for the installation of GPS units which will be supplied and installed at the Municipality's cost. A lease agreement with conditions and terms shall be agreed upon by the Contractor and the Municipality, at the time of installation.

5. The Contractor must comply with all environmental requirements in carrying out the work under this contract.

6. Salt is to be supplied by the Contractor at the contractor's own expense. The Contractor shall, at all times, maintain a sufficient reserve of salt to comply with the contract requirements. The salt stockpile must be maintained under cover in a watertight fashion, on a water proof surface such as asphalt or concrete, and kept dry. Good housekeeping practices must be maintained, and proper salt handling procedures followed to minimize the environmental impact of winter operations.

7. Prior to October 31st of each year of the contract, sand in sufficient quantity to provide winter maintenance services for this contract shall be supplied and stockpiled by the Contractor at the Contractor's own expense. Sand should be mixed with approximately 3% salt by weight to keep stockpiles from freezing and must meet the following gradation: 100% passing the 9.5mm screen and not more than 5% passing the 0.75mm screen.

8. During sanding operations, the sand shall be uniformly distributed across the driving surface by mechanical means at a rate sufficient to provide adequate traction to the driving surfaces. In addition to the areas identified in Table 1, there may be times that all driving surfaces will need to be sanded to maintain traction and multiple applications may be required.

9. Prior to November 1st of each contract year, the Contractor will provide to the Municipality a 24/7 contact number that will either provide an immediate response or a call back within 15 minutes. The Contractor will keep the Municipality informed of work being performed on the contract, this includes contacting the Municipality should anything arise, that would delay the commencement of completion of the work.

10. Plowing must be consistent with DTI best practices by providing continuous plowing during a storm event in an effort to keep roads open and to prevent a build-up on the road surface to the satisfaction of the Municipality. A minimum of two three-meter-wide lanes must be maintained at all times during normal plowing hours from 5am to 11pm throughout the storm. Roads must remain passable/open to accommodate morning and evening commutes. Within 24 hours after the storm all roads must be plowed full width, shoulder to shoulder. Plowing must result in a smooth driving surface and any roughness must be immediately removed/corrected. Where a storm is forecasted for an accumulation in excess of 8 cm, plowing must commence prior to the 8 cm accumulation so as to keep the roads open and build-up to a minimum. In addition, where a single storm of 3 cm accumulation or more occurs, the roads must be plowed to keep the snow pack to a minimum.

11. Plow blades are to be adjusted so as to leave a minimum amount of snow on the roadway. The supply of plow blades shall be the responsibility of the Contractor at the Contractor's expense. **The Contractor shall not use carbide plow blades to complete this work.**

12. The work will also include periodically pushing snowbanks beyond the roadway shoulder to allow for storage space for future storms, improved visibility and proper drainage in the event of a rainstorm.

13. Scarifying and the supply of scarifying blades shall be the responsibility of the Contractor at the Contractor's expense. Scarifying will be required when the build-up of snow/ice or ruts/potholes in the snow packed surface exceed 5 cm. Scarifying shall be completed within 48 hours from the time discovered or reported. Care should be taken during scarifying operations to prevent damage to roadway surface. Any damage caused by scarifying will be repaired at the Contractor's expense.

14. The Contractor, at the Contractor's expense, is responsible for drainage of water during the period of this contract. Catch basins should be kept clear of snow. Free flow of water through culverts under the roads and under driveways must be maintained by streaming, if necessary.

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15. Loading and hauling of snow is not included in the scope of this contract.
16. Crawler tractors will not be allowed on paved or chip sealed surfaces, unless specifically authorized by the Municipality.
17. Under no circumstances will snow, slush or ice be pushed over bridge decks or overpasses onto any surface below.
18. The description, location, and level of service of roads to be maintained are included in the attached **Schedule A**.
19. The Contract includes the plowing of school bus turns as required by local school boards and as approved by the Municipality.
20. The Municipality will require the successful bidder to provide the following:
 - a) Within 10 days of the request, a description of each piece of machinery to be used in the work, including license number, serial number, photocopy of registration, name and address of owner, proof of insurance (Confirmation of Coverage of Insurance), plow attachments and the proposed use of each particular piece of machinery in carrying out the terms of this contract.
 - b) Prior to award of this contract, proof of insurance coverage by way of completed Confirmation of Coverage forms, as specified in **Schedule C**, the Insurance Schedule, as well as a certificate of proof of WorkSafe NB coverage.
 - c) Each vendor must submit prior to award, two (2) reference contract information for whom the vendor has performed work similar to what is contemplated in this call for tenders within the previous five (5) years.
 - d) In addition to the references provided by the vendor, the Municipality may consult with other owners and agencies to obtain information on the vendor's past performance within the previous two (2) years.
 - e) Failure to submit the required references, or reference check results that are unsatisfactory to the Municipality, in its sole and absolute discretion, will result in disqualification of the vendor.
21. The Contractor will be responsible for any damages to private or public property incurred as a result of performing the duties of this contract. Prior to November 1st of each contract year, the Contractor and the Municipality will complete a drive thru inspection and note areas of concern and existing damage to the road surface, shoulders, and signs.

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- 22.** The Contractor shall protect himself and save harmless the Municipality from any and all claims, demands, losses, costs, damage, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner, based upon, arising out of, related to, occasioned, or attributable to the activities of the Contractor in executing the work under the contract, or to an infringement or an alleged infringement by the Contractor of a patent or invention. For the purposes above, “activities” includes an act improperly carried out, an omission to carry out an act, and/or a delay in carrying out an act.
- 23.** The Contractor shall maintain, at the Contractor's expense, Auto and Comprehensive General Liability Insurance in accordance with the attached Insurance **Schedule C**. The Contractor must submit, by October 1st of each year of the contract, a completed Confirmation of Coverage form.
- 24.** The Contractor shall maintain WorkSafe NB coverage. The Contractor must demonstrate proof of coverage before January 15th of each calendar year that the contract is in effect.
- 25.** If in the opinion of the Municipality, the terms of the contract are not satisfactorily met, the Municipality reserves the right to cancel the contract immediately. Upon such decision, a written notice will be issued to the Contractor advising him of the termination of the contract and payment will cease immediately. The Contractor will not have the right to claim any compensation of any kind as a result of the contract being cancelled. Cancellation of the contract shall not relieve the Contractor of his liability for activities performed under the contract prior to the cancellation date.
- 26.** The Contractor shall provide winter maintenance services as necessary on all highways and roads covered by this contract from November 1st until April 30th, of each contracted year.
- 27.** If, within this contract area, new streets are built and approved, they will be added to the contract. The compensation for these will be at the rate bid per kilometre of the existing contract.
- 28.** The Fire Hall access and egress from Route 165 to the Fire Hall doors must always be free of ice.
- 30.** The Contractor is responsible for ensuring that all municipal and provincial by-laws and codes are adhered to.

PENALTIES

A cumulative penalty of 2.5% (1st – 2.5%, 2nd – 5%, 3rd – 7.5%, etc..) of the monthly invoice will be issued each time the Contractor is unable to meet the requirements of the contract. Penalties will be deducted from the Contractor's monthly invoice. The increase in penalties is over a single season and will reset prior to the following season.

In the event that the Contractor is unable to meet the requirements of the contract, the Municipality reserves the right to intervene as deemed necessary. The Municipality will also deduct from the monthly invoice the cost of the intervention provided.

Exemption from penalties may be granted for extreme storm events as determined by the Municipality. The Municipality reserves the right to terminate the contract if the Contractor repeatedly fails to meet the requirements of the contract.

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SCHEDULE C

INSURANCE SCHEDULE

GENERAL ITEMS

1. The Contractor shall at his own expense, procure and maintain insurance policies which shall include the endorsements and extensions as detailed below.
2. The Contractor shall provide the Municipality with proof of coverage in the form of a certificate issued by WorkSafe NB identifying the Contractor as registered and in good standing with WorkSafe NB. Such proof of coverage will be provided to the Municipality in conjunction with the execution of the contract.
3. The Contractor shall provide to the Municipality a Confirmation of Coverage as required by the Municipality which shall be signed by an authorized representative of the insurer.

Part A – Commercial General Liability

The Insurance policy required under this Part A shall include:

- a) An An “Occurrence” definition of “Accident”;
- b) The Municipality as an additional insured;
- c) Owners and Contractors Protective Liability;
- d) A Cross Liability clause;
- e) A Waiver of Subrogation;
- f) Blanket Contractual Liability;
- g) Products/Completed Operations Liability;
- h) Broad Form Property Damage;
- i) Non-owned Automobile Liability;
- j) Contingent Employers Liability;
- k) Personal Injury extension of Bodily Injury;
- l) Coverage for machinery attached to vehicles;

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- m) Provision for 30 days advance notice of coverage changes to the Municipality;
- n) Liability limits of not less than \$2,000,000 or as currently carried by the Contractor whichever is greater and such policy shall not be a "Claims Made" basis; and
- o) All as detailed on the Municipality's Confirmation of Coverage form;

Part B – Automobile Liability

The Insurance policy required under Part B shall include:

- a) Coverage for the liability of all vehicles owned, hired, or leased in the performance of this project; and
- b) Liability limits of not less than \$2,000,000 or as currently carried by the Contractor whichever is greater.

Part C – Special Items

- a) Where the term of the project extends beyond the expiry date of the Contractor's current insurance coverage, the Contractor will provide the Municipality with a new Confirmation of Coverage form for the subsequent period within seven (7) days of that expiry date.
- b) The Municipality reserves the right to require the Contractor to insure his property, plant and equipment, for such amounts as the Municipality deems adequate, and to require the Contractor to file with the Municipality evidence of such insurance in a format acceptable to the Municipality.
- c) The Municipality further reserves the right to require the Contractor to carry such other insurances as are deemed appropriate by the Municipality having regard to the nature of the project undertaken.
- d) The insurance requirements as set out in this Schedule and supporting forms shall not in any way limit the Contractor's liability arising out of the project, contract, or otherwise.
- e) All insurances required to be provided and maintained by the Contractor shall be negotiated for, procured from and the premium paid to a resident agent of an insurance company licensed to do business in the Province of New Brunswick.

CONFIRMATION OF COVERAGE

The insurance coverage procured and maintained by the Contractor for this contract are understood and agreed to include the following:

Commercial General Liability

- “Occurrence” definition of “Accident” (Item A)
- The Municipality of Lakeland Ridges as an Additional Insured. The addition of the Municipality as Additional Insured shall not prevent recovery in any situation in which recovery would have been available had the Municipality not been so named (Item b)
- Owners and Contractors Protective Liability (Item c)
- Cross Liability clause respecting All Insureds (Item d)
- Insurer’s Waiver of Subrogation against the Municipality of Lakeland Ridges (Item e)
- Blanket Contractual Liability (Item f)
- Products/Completed Operations Liability (Item g)
- Broad Form Property Damage (Item h)
- Non-owned Automobile Liability (Item i)
- Contingent Employers Liability (Item j)
- Personal Injury (Item k)
- Coverage extended to include machinery attached to automobiles (Item l)
- Thirty days prior written notice to the Municipality of Lakeland Ridges of any change to, cancellation or lapse of the Insurance coverage (Item m)
- Limit of Liability of not less than \$2,000,000 or as currently carried by the Contractor whichever is greater (Item n)
- Occurrence Policy Form (not Claims Made)

NAME OF INSURANCE COMPANY: _____

POLICY NUMBER: _____

POLICY DATES: _____

Signature of Authorized Representative of Insurance Company

Date

CONFIRMATION OF COVERAGE

The insurance coverage procured and maintained by the Contractor for this contract are understood and agreed to include the following:

Automobile Liability

- Covering all motor vehicles owned, hired, or leased in the performance of the contract.
- Limit of Liability of not less than \$2,000,000 or as currently carried by the Contractor whichever is greater.

NAME OF INSURANCE COMPANY: _____

POLICY NUMBER: _____

POLICY DATES: _____

Signature of Authorized Representative of Insurance Company

Date