



COMMUNITY OF THREE RIVERS INVITATION TO TENDER SNOW REMOVAL

#COTR2026-04

The Community of Three Rivers is now accepting tenders for snow removal at the Elgin Fire Department located at 2 Gowland Mountain Road, Elgin, NB, for a three (3) year contract.

Contract period: November 1, 2026 to May 31st, 2029

Tenders will be accepted until October 30th, 2026 at 2:00 p.m. by the Community of Three Rivers at the municipal submission address below:

Submission address: Community of Three Rivers Municipal Office: 63 Main Street Petitcodiac NB E4Z 6H4

Please clearly identify your envelope as: **Tender - Snow Removal - Elgin Fire Department.**

TERMS AND CONDITIONS - GENERAL

The work under this contract comprises the furnishing of all labour, materials and equipment required to carry out the following for the Elgin Fire Department:

- (a) Snow plowing of the parking lot;
- (b) Removal and disposal of snow as specified herein;
- (c) Sanding and salting as specified herein.

The contract shall be in effect for the following periods:

Season 1: November 1, 2026 to May 31st, 2027

Season 2: November 1, 2027 to May 31st, 2028

Season 3: November 1, 2028 to May 31st, 2029

PAYMENT

(a) In consideration of the Contractor performing the work in accordance with these specifications and to the satisfaction of the Elgin Fire Department, the Contractor shall submit four (4) invoices per season.

(b) Payment options are to be discussed after awarding the tender. Payment will be made within 30 days from the date of the invoice.

(c) The Contractor shall NOT include any amount in the bid price for Harmonized Sales Tax (HST).

TERMS AND CONDITIONS

SNOW REMOVAL

(a) The Contractor shall install stakes to mark parking areas or curbs, maintain stakes during the season and remove stakes at season's end.

(b) The Contractor shall, after snowstorms, snowfall or drifting, clear access to the fire station along with sufficient parking on the side for firefighters' vehicles. During a snowstorm, where the roads are opened, the Contractor shall not allow more than 4 inches of snow to accumulate. Access is to be maintained on a 24-hour basis to allow for the movement of emergency vehicles and firefighters' vehicles to the side and front of the building. Note: paved driveway.

(c) The Contractor shall remove snow as close to the asphalt as possible to prevent a build-up of ice during the winter months.

(d) The Contractor shall remove snow from in front of overhead bay doors, in front of the main door to the bay and in front of steps, in front of the dome building, and baby barn.

(e) The Contractor shall dispose of snow except in areas where space permits piling. At no time shall snow be piled so as to interfere with parking spaces, driveways and entrances. Permission to pile snow shall be at the sole discretion of the Fire Chief.

(f) The Contractor shall carry out snow removal to the satisfaction of the Elgin Fire Department.

SALTING AND SANDING

(a) The Contractor shall provide salting and sanding on an 'as required' basis in such a manner that normal traction is maintained.

(b) The Contractor shall provide salting where necessary to prevent ice buildup in the parking lots.

(c) The Contractor shall use calcium chloride or mechanical scarifying to remove ice or hard packed snow when dry surface conditions cannot be maintained with the use of salt and sand.

DAMAGES BY CONTRACTOR

(a) The Contractor will be held responsible for any damage to the building or property caused by the Contractor's employees or machinery. Damage shall be made good using new materials to match existing work in kind, quality and workmanship.

(b) The Contractor shall be responsible to report to the Elgin Fire Chief or Deputy Chief any existing damage prior to assuming the contract.

(c) The Contractor and Fire Chief or Deputy Chief will do a site inspection at the start and at the end of each season to determine if any damages were sustained during the course of the work. If any damages were sustained, it will be the Contractor's responsibility to fix the damages.

EQUIPMENT

The Contractor shall provide the Community of Three Rivers, upon request, a list of equipment to be used in carrying out the work under this contract. It shall be the Contractor's responsibility to demonstrate to the Community of Three Rivers that the Contractor has the equipment required to carry out the work under this contract.

INSURANCE

- (a) The Contractor shall, at the Contractor's expense, provide and maintain a Comprehensive General Liability Insurance Policy in the name of the Contractor and the Community of Three Rivers for a limit of not less than \$2,000,000.00 inclusive for bodily injury, including death and property damage.
- (b) Such policy shall remain in force and not be amended, cancelled or allowed to lapse without thirty (30) days prior notice to the Community of Three Rivers. A Certificate of Insurance incorporating these requirements must be filed with the Community of Three Rivers prior to being awarded the work.

This contract may be revoked if the service is found to be unsatisfactory following a minimum of two (2) written warnings.

THE LOWEST OR ANY TENDER IS NOT NECESSARILY ACCEPTED

FOR MORE INFORMATION, CONTACT:

Kent Steeves, Fire Chief
Tel: (506) 232-4649

TENDER FORM

This form is to be filled and returned to the **Community of Three Rivers** at the municipal submission address specified on page 1.

Please clearly identify your envelope:

TENDER - SNOW REMOVAL SERVICES - ELGIN FIRE DEPARTMENT

Four (4) year contract: _____ to _____

Season	Contract period	Bid price (excluding HST)
1	_____ to _____	\$ _____
2	_____ to _____	\$ _____
3	_____ to _____	\$ _____