



Invitation to Tender

CITY OF KENORA

INVITATION TO TENDER / ADVERTISEMENT

Sealed Tenders
for:

City of Kenora School Crossing Guard Services
(the "Work")
Tender Number: 311-25-SCG

Will be received
by:

City of Kenora
(the "City")

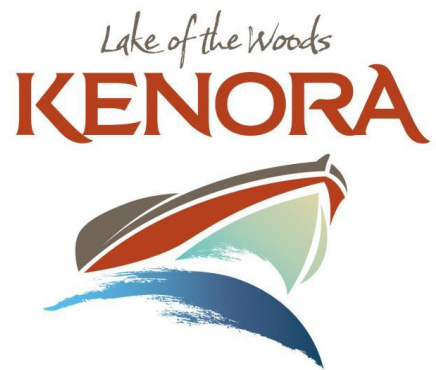
at:

**1 Main Street South
Kenora, ON P9N 3X2
Attention: City Clerk**

Time and date for Tender Closing is:

11:00:00 a.m. CST/CDT on Thursday, July 31, 2025
(the "Tender Closing")

1. The work to be undertaken generally involves, but is not necessarily limited to:
School Crossing Guard Services as set out in Appendix A of the Instructions to Tenderers.
2. The drawings and specifications for the Project can be obtained from **MERX under the name 'City of Kenora School Crossing Guard Services'**. Deposits paid to obtain the drawings and specifications will be refunded to unsuccessful bidder(s) at the discretion of the CITY.
3. All written inquiries regarding the technical aspects of the drawings and specifications for the Work shall be emailed to **Greg Breen, P.Eng, gbreen@kenora.ca**, however the bidder(s) acknowledge and agree that the CITY does not have an obligation to provide a response to any written inquiry and that it is in the sole and unfettered discretion of the CITY to provide any written response to a written inquiry. Telephone inquiries will not be replied to.
4. Submission of a tender by a Bidder gives the CITY the right to require the Bidder to execute the contract to perform the Work as set out within the tender documents. Tenders may not be withdrawn after the Tender Closing and will be irrevocable and open for acceptance by the CITY for a period of sixty (60) days following the end of the day of the Tender Closing. The Successful Bidder will be notified in writing of the award of the Tender when the CITY delivers a letter of intent to the Successful Bidder.



INSTRUCTIONS TO TENDERERS

CITY OF KENORA

INSTRUCTIONS TO TENDERERS

1 BACKGROUND

- 1.1 The City of Kenora (the "CITY") is seeking tenders for **3-year School Crossing Guard Service for 2025/6, 2026/7, 2027/8** (the "Work") as more particularly set out in Appendix "A" attached to these Instructions to tenderers
- 1.2 The CITY will receive sealed tenders until 11:00:00 a.m. CST/CDT on **Thursday, July 31, 2025** ("Tender Closing"). Faxed tenders will not be accepted and will be returned to the Tenderer.

2 SUBMISSION OF TENDERS

- 2.1 Each Tender shall be addressed to the CITY in a sealed envelope clearly marked with the Tenderer's name, address and tender number. The sealed envelope containing the Tender shall be delivered before the Tender Closing to the CITY in accordance with the Invitation to Tender and the Instructions to Tenderers at:

**City of Kenora
1 Main Street South
Kenora, ON P9N 3X2
Attention: Heather Pihulak, City Clerk**

- 2.2 In the event of a dispute or issue about whether or not a tender complies with the Instructions to Tenderers, the CITY reserves the right to retain and open a copy of the tender in question in order to seek and obtain a legal opinion in relation thereto. The opening of a tender does not in any way constitute an admission by the CITY as to the compliance, or not, of the subject tender.

3 TENDER FORM

- 3.1 Each Tenderer shall submit a complete tender on the Tender Form which forms part of the Tender Documents with the blank spaces filled in. The tender sum must be written in words as well as figures and must be for a sum in Canadian Dollars including all tariffs, freight, duties and taxes other than the Goods and Services Tax which must be shown as a separate amount unless otherwise specifically stipulated (hereinafter referred to as the "Tender Sum"). In the event of a discrepancy between an amount written in words and an amount written in figures, the amount written in words shall be deemed the intended amount. Tenders shall be written in English.
- 3.2 Notwithstanding the foregoing, the CITY shall be entitled to accept a Tender in such form as the CITY in its sole and unfettered discretion deems acceptable irrespective of irregularities whether of a trivial nature, or whether the Tender is noncompliant in a trivial manner.
- 3.3 The CITY shall not be obligated to accept Tenders that are unsigned, incomplete, conditional, illegible, unbalanced, obscure, contain irregularities of any kind, or contain mathematical or calculation errors of any kind. On Unit Price Tenders, if there is a discrepancy found between the unit price and the extended amount, the unit price shall be deemed to represent the intention of the Tenderer. Discrepancies

between words and figures will be resolved in favour of the words. Discrepancies between the indicated sum of any figures and the correct sum thereof will be resolved in favour of the correct sum. Any discrepancies between the Tender Form and a post Tender Closing submission required by the Tender Documents will be resolved in favour of the post Tender Closing submission.

- 3.4 Tenders shall not be withdrawn, modified or clarified after being delivered in accordance with the Tender Documents unless such withdrawal, modification or clarification is made in writing and actually received by **Heather Pihulak, City Clerk** of the CITY prior to the Tender Closing. Any withdrawal, modification or clarification of the Tender must be followed by a letter of confirmation signed and sealed in the same manner as the Tender and delivered to the address for the CITY in the Invitation to Tender within 48 hours of the Notice of the Withdrawal, Modification or Clarification.

4 THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 4.1 All documents submitted to the CITY will be subject to the protection and disclosure provisions of Ontario's *Freedom of Information and Protection of Privacy Act* ("FOIP"). FOIP allows persons a right of access to records in the CITY's custody or control. It also prohibits the CITY from disclosing the Tenderer's personal or business information where disclosure would be harmful to the Tenderer's business interests or would be an unreasonable invasion of personal privacy as defined in sections 17 and 21 of FOIP. Tenderers are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure. However, the CITY cannot assure Tenderers that any portion of the Tenderer's documents can be kept confidential under FOIP.

5 TENDER DOCUMENTS

- 5.1 The documents for the Tender are:

- Invitation to Tender
 - Instructions to Tenderers
 - Appendix A - Tender Form
 - Appendix B – Submission Documents
 - Appendix C – Specifications and Location Drawing
 - Appendix D – Reporting
 - Appendix E – Health and Safety Policy
- (hereinafter collectively referred to as the "Tender Documents")

By submitting its Tender, the Tenderer acknowledges and agrees that it has received and reviewed the Tender Documents.

6 VARIATION IN TENDER DOCUMENTS AND NO IMPLIED OBLIGATIONS

- 6.1 The Tenderer shall carefully examine the Tender Documents. Any errors, omissions, discrepancies or clauses requiring clarification shall be reported in writing to the CITY at least 10 calendar days prior to the Tender Closing. Where necessary the CITY shall respond to reported errors, omissions, discrepancies or clauses requiring clarification by way of Addenda.

- 6.2 Should a Tenderer fail to report any such errors, omissions, discrepancies or clauses requiring clarification at least 10 calendar days prior to the Tender Closing, the CITY shall be the sole judge as to the intent of the Tender Documents.
- 6.3 No implied obligation of any kind by or on behalf of the CITY shall arise from anything in the Tender Documents, and the express covenants and agreements contained in the Tender Documents and made by the CITY, are and shall be the only covenants and agreements that apply.
- 6.4 Without limiting the generality of Article 6.3, the Tender Documents supercede all communications, negotiations, agreements, representations and warranties either written or oral relating to the subject matter of the Tender made prior to the Tender Closing, and no changes shall be made to the Tender Documents except by written Addenda.

7 ADDENDA

- 7.1 Any changes to the Tender shall be in writing in the form of Addenda. Any Addenda issued to the Tender shall form part of the Tender Documents, whether or not the receipt of same has been acknowledged by a Tenderer, and the cost for doing the work therein shall be included in the Tender Sum. Verbal representations shall not be binding on the CITY nor form part of the Tender Documents. Technical inquiries into the meaning or intent of the Tender Documents must be submitted in writing to the person identified in Article 2.1 of the Instructions to Tenderers.

8 TENDER

- 8.1 Tenderers submitting Tenders shall be actively engaged in the line of work required by the Tender Documents and shall be able to refer to work of a similar nature performed by them. They shall be fully conversant with the general technical phraseology in the English language of the lines of work covered by the Tender Documents.
- 8.2 Each Tenderer shall review the Tender Documents provided by the CITY and confirm that it is in possession of a full set of Tender Documents when preparing its Tender.
- 8.3 Tenders shall be properly executed in full compliance with the following requirements:
 - 8.3.1 The signatures of persons executing the Tender must be in their respective handwriting; and
 - 8.3.2 If the Tender is made by a limited company, the full name of the company shall be accurately printed immediately above the signatures of its duly authorized officers and the **corporate seal shall be affixed**;
 - 8.3.3 If the Tender is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Tender shall be signed by a partner or partners who have authority to sign for the partnership;

8.3.4 If the Tender is made by an individual carrying on business under the name other than its own, its business name together with its name shall be printed immediately above its signature or

8.3.5 If the Tender is made by a sole proprietor who carries on business in its own name, the proprietor shall print its name immediately below its signature.

8.4 Tenders received from agents representing principals must be accompanied by a Power of Attorney signed by the said principals showing that the agents are duly authorized to sign and submit the Tender and have full power to execute the Contract on behalf of their principals. The execution of the Contract will bind the principals and have the same effect as if it were duly signed by the principals.

9 TENDER DEPOSIT – NOT USED

9.1 N/A

9.2 N/A

9.3 N/A

9.4 N/A

10 PERFORMANCE AND LABOUR AND MATERIAL PAYMENT BONDS – NOT USED

10.1 N/A

10.2 N/A

10.3 N/A

10.4 N/A

10.5 N/A

10.6 N/A

10.7 N/A

10.8 N/A

10.9 N/A

11 INSURANCE

11.1 The Tender shall be accompanied by a Certificate of Insurance, certifying that the insurance as required by the Contract, is in place or, if the required insurance is not in place, by a Letter of Insurability or Undertaking of Insurance in standard form from

the Tenderer's Insurance Broker certifying that the required insurance will be issued to the Tenderer if the Tenderer is the Successful Tenderer.

- 11.2 The Successful Tenderer shall be required to secure and maintain at its own expense the insurance provided for in the Contract.
- 11.3 The Successful Tenderer shall provide all required insurance to the CITY no later than 10 working days after receipt of a Letter of Intent from the CITY provided in accordance with Article 16.

12 COMMENCEMENT AND COMPLETION OF WORK

- 12.1 The Successful Tenderer shall commence the Work within on the first School Day in 2025 and shall complete on the last day of School in 2028.

13 SITE CONDITIONS

- 13.1 The Tenderer is responsible for inspecting the site(s) of the Work and for making whatever inquiries or arrangements necessary for it to become fully informed of the nature of the site(s) of the Work, including the soil structure and topography of the site(s), and of the Work to be performed and all matters which may in any way affect the Work. Without limiting the foregoing, by the submission of its Tender, the Tenderer acknowledges that it has investigated and satisfied itself as to:
 - a) the nature of the Work;
 - b) the location and all conditions relating to the location of the Work including, but not limited to, accessibility, general character, surface and sub-surface conditions, soil structure, utilities, road, uncertainties of seasonal weather and all other physical, topographical, geological and geographic conditions;
 - c) the general character, conditions, laws and restrictions applicable to the Work that might affect the performance of the Work;
 - d) all environmental risks, conditions, laws and restrictions applicable to the Work that might affect the Work; and
 - e) the magnitude of the work required to execute and complete the Work.
- 13.2 The Tenderer is fully responsible for obtaining all information required for the preparation of its Tender and for the execution of the Work. The CITY is not responsible for undertaking any investigations to assist the Tenderer. Any information, plans, drawings, shop drawings or existing equipment or facilities, photos of the original construction, reports or other documents which are not included or referred to in the Tender Documents (the "Non-Tender Information"), form no part of this Tender. The CITY and the CITY's Consultants assume no responsibility of any kind whatsoever arising from or relating to its failure to include or refer to such Non-Tender Information. Tenderers who obtain or rely upon such Non-Tender Information or other documents, do so entirely at their own risk.
- 13.3 The Tenderer's obligation to become familiar with the information described in Article 13.1 is not lessened or discharged by reason of any technical reports, including soils reports or data, test hole drilling reports or other soils information, made available or supplied in conjunction with the tendering process. Any technical reports so

provided are for information only and neither the CITY nor the CITY's Consultants accept or assume any responsibility for the contents or accuracy of such technical reports and the Tenderer agrees that the CITY, the CITY's Consultants and their representatives shall not be liable in any way to the Tenderer in respect of such technical reports. The Tenderer further agrees that it shall not rely upon any oral information provided to it by the CITY, the CITY's Consultants or their representatives.

14 PRIME COST AND CONTINGENCY SUMS

- 14.1 The Tenderer shall include in its Tender Sum any prime cost sums or contingency sums. The Goods and Services Tax shall be shown as a separate amount.

15 PERMITS AND INSPECTIONS

- 15.1 The Tenderer shall include in its Tender Sum the cost of permits and inspections required by any governmental or other authority having jurisdiction or as required to fully perform the Work in accordance with the Contract.

16 SUCCESSFUL TENDERER

- 16.1 Award of Contract by the CITY occurs once the Tenderer receives a Letter of Intent duly executed by Greg Breen, P.Eng, of the CITY.

16.2 N/A

16.2.1 N/A

16.2.2 N/A

16.3 N/A

- 16.4 Within 10 working days of receipt of the Contract from the CITY, the Successful Tenderer shall duly execute the Contract and return the Contract to the CITY.

17. TENDER EVALUATION CRITERIA

- 17.1 Each Tender will be evaluated on the basis of the criteria listed below and the CITY will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Tender, the Tenderer acknowledges and agrees that the CITY has, and it is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.

- 17.2 By submitting its Tender, each Tenderer acknowledges and agrees that it waives any right to contest in any legal proceedings, the decision of the CITY to award points in respect of the criteria noted below. The criteria and the maximum number of points for each criteria are as follows:

1. Price	90 points.
2. Previous experience	10 points

Total Points**100 points****18 WORKERS' COMPENSATION**

- 18.1 Each Tenderer is to submit with its Tender, a letter of account from the Workers' Compensation Board – Ontario. This letter is to be current and not dated 14 calendar days prior to the Tender Closing.
- 18.2 The Tenderers who do not have an account with the Workers' Compensation Board- Ontario shall provide with their Tender evidence of a subcontractor or other company that will carry such coverage on their behalf.
- 18.3 If the Tenderer is performing work in any exempt industry within the meaning of the Workers Compensation Board Act (the "WCB Act") and does not carry coverage, the Tenderer acknowledges that
- 18.3.1 the CITY is subject to a deeming order under s. 14(2) of the WCB Act (the "Deeming Order"); and
 - 18.3.2 the Deeming Order states that all of the Tenderer's employees, directors, proprietors, partners or employees are deemed to be CITY employees for the purposes of the WCB Act while performing work for the CITY; and
 - 18.3.3 the effect of the Deeming Order is that the Tenderer's employees, directors, proprietors and partners who are injured while performing work for the CITY under the Contract, have no right to sue anyone and are limited to a claim under the WCB Act.
- 18.4 The Tenderer shall communicate the existence and effect of the Deeming Order to all of its employees, directors, proprietors, partners or employees.
- 18.5 The CITY will reject any Tender which fails to comply with the provisions set out in Article 18.

19 REGISTRATION

- 19.1 Prior to commencing the Work, the Successful Tenderer shall obtain all authorizations required by the laws of the Province of Ontario and of the Country of Canada enabling it to carry on business to complete the Work required under the Contract. Failure to be properly authorized shall entitle the CITY to forthwith terminate the Contract without compensation.

20 TENDERS EXCEEDING BUDGET

- 20.1 In addition to the rights contained within Article 20 herein, if the Tender Sum of every Tenderer exceeds the amount the CITY has budgeted for the Work, the CITY may reject all Tenders or attempt to negotiate a lower price with the Tenderer who, in the sole and unfettered discretion of the CITY, has submitted the most advantageous Tender.

20.2 Each Tenderer acknowledges and agrees that the CITY has the sole and unfettered discretion to employ any criteria in order to determine the Tender most advantageous to the CITY, that the CITY has no obligation to neither disclose such criteria nor employ the criteria listed outlined in Article 17 Tender Evaluation Criteria.

20.3 By submitting its Tender, each Tenderer waives its right to contest in any action, application, case or legal proceeding in any court, the decision which the CITY may pursue under Article 20.1 and 20.2 herein.

20.4 If the Tender Sum of every Tenderer exceeds the amount budgeted for the Work and the CITY negotiates with the Tenderer who has submitted the Tender considered most advantageous to the CITY:

20.4.1 All statements made by either side in the course of negotiation are without prejudice and confidential;

20.4.2 In particular, the CITY's attempt to negotiate with such Tenderer does not constitute a rejection of its Tender; and

20.4.3 The CITY will not attempt to obtain a lower price for the same work that the Tenderer originally bid on, but may attempt to obtain a lower price for an altered scope of work. In no event will the CITY be obliged to disclose the amount budgeted for the Work.

21 CERTIFICATE OF RECOGNITION ("C.O.R.") SAFETY PROGRAM REQUIREMENT – NOT USED

21.1 N/A

21.2 N/A

21.3 N/A

21.4 N/A

21.5 N/A

22 CANADIAN FREE TRADE AGREEMENT

22.1 The provisions of the Canadian Free Trade Agreement ("CFTA") apply to this Tender.

23 ACCEPTANCE OR REJECTION OF TENDERS

23.1 As it is the purpose of the CITY to obtain the Tender most suitable and most advantageous to the interests of the CITY, and notwithstanding anything else contained within the Tender Documents, the CITY reserves the right, in its sole and unfettered discretion, to reject or accept any Tender, including the right to reject all Tenders. Without limiting the generality of the foregoing, any Tender which

a) is incomplete, obscure, irregular or unrealistic;

- b) is non-compliant in a trivial/immaterial or substantial/material manner, or conditional;
- c) has erasures or corrections;
- d) omits a price on any one or more items in the Tender;
- e) fails to complete the information required in the Tender;
- f) is accompanied by an insufficient certified cheque, irrevocable letter of credit or by a Bid Bond in an unsatisfactory form,

may at the CITY's sole and unfettered discretion be rejected or accepted. Further, a Tender may be rejected or accepted on the basis of the CITY's unfettered assessment of its best interest, which includes the CITY's unfettered assessment as to a Tenderer's past work performance for the CITY or for anyone else or as to a Tenderer's financial capabilities, completion schedule, or ability to perform the Work, or the CITY's desire to reduce the number of different contractors on the location of the Work at any given time. The CITY reserves the right to negotiate after Tender Closing time with the Tenderer that the CITY deems has provided the most advantageous Tender; in no event will the CITY be required to offer any modified terms to any other Tenderer prior to entering into a Contract with the successful Tenderer and the CITY shall incur no liability to any other Tenderers as a result of such negotiation or modification.

24 LAW AND FORUM OF TENDER

24.1 The law to be applied in respect of the Tender Documents and the Contract shall be the law of the Province of Ontario and all civil actions commenced in relation to the Tender Documents or Contract shall be adjudicated by the Courts of the Province of Ontario and by submitting Tenders, Tenderers are taken to have agreed to attorn to the jurisdiction of the Courts of the said Province.

25 ACCEPTANCE PERIOD

25.1 The Tender shall be irrevocable and open for acceptance by the CITY for the period of time contained in the Invitation to Tender, namely, sixty (60) days following the end of the day of the Tender Closing. The time and date of the Tender Closing is as defined in the Invitation to Tender.

APPENDIX A: TENDER FORM

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TENDER FORM

Tender Number: 317-7795-25
Tender Title: City of Kenora School Crossing Guard Service

We, _____
(Company)
of _____
(Business Address)

having examined the Tender Documents as issued by: the City of Kenora (the "City"), and having visited the site(s) of where the Work is required to be undertaken; hereby offer to enter into a Contract to perform the Work required by the Tender Documents for the Tender Sum as follows:

Year	Locations	Guards	Hours Per Day	School Days	Total Hours	Hourly Rate (\$)	Total (\$)
2025-2026	1, 2, 3, 4 & 5	5	1.75	187	1636.25	_____	_____
2025-2026	6	1	0.75	187	140.25	_____	_____
						13% HST	_____
						Total	_____
Year	Locations	Guards	Hours Per Day	School Days	Total Hours	Hourly Rate (\$)	Total (\$)
2026-2027	1, 2, 3, 4 & 5	5	1.75	187	1636.25	_____	_____
2026-2027	6	1	0.75	187	140.25	_____	_____
						13% HST	_____
						Total	_____
Year	Locations	Guards	Hours Per Day	School Days	Total Hours	Hourly Rate (\$)	Total (\$)
2027-2028	1, 2, 3, 4 & 5	5	1.75	187	1636.25	_____	_____
2027-2028	6	1	0.75	187	140.25	_____	_____
						13% HST	_____
						Total	_____
						Total HST	_____
						Grand Total	_____

Tender Sum (Grand Total) Written in Words:

in Canadian funds, which price includes any specified cash and contingency allowances and the applicable taxes in force at this date and except as may be otherwise provided in the Tender

Appendices to Tender Form:

The information required by the Instructions to Tenderers is provided in the attached Appendices and forms an integral part of this Tender.

Declarations:

We hereby acknowledge and declare that:

- (a) we agree to perform the Work in compliance with the required completion schedule stated in the Contract;
- (b) no person, firm or corporation other than the undersigned has any interest in this Tender or in the proposed Contract for which this Tender is made;
- (c) We hereby acknowledge and confirm that the City has the right to accept any tender or to reject any or all tenders in accordance with the Instructions to Tenderers;
- (d) This Tender is open to acceptance for a period of sixty (60) days from the date of Tender Closing.

Signatures:

Signed, sealed and submitted for and on behalf of:

Company:

(Name)

(Street Address or Postal Box Number)

(City, Province & Postal Code)

(Apply SEAL above)

Signature:

Name & Title:

(Please Print or Type)

Witness:

Dated at

_____ this _____ day of _____, 20____

APPENDIX B: SUBMISSION DOCUMENTS

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Undertaking to Comply

1. I/We hereby undertake:
 - To comply with all applicable health and safety and environmental legislation in the performance of this contract;
 - To maintain a safe and healthy work environment during the performance of this contract;
 - That a Joint Health and Safety Committee or the appointment of a Health and Safety Representative is undertaken as applies to the Occupational Health & Safety Act.

2. I/We hereby agree:
 - That compliance with all health and safety and environmental legislation is a condition of the contract and that non-compliance with same may, at the City of Kenora's (hereinafter the City) discretion, lead to the termination of this Contract;
 - To permit the City to audit my/our health and safety and environment records during the term of the contract and upon its conclusion and to cooperate fully with any such audit(s);

3. I/We understand that contractor safety deficiencies will be addressed by the City in the following progressive steps;
 - The infraction(s) will be identified to the Contractor (site supervisor) verbally and documented as such.
 - The Contractor's Head Office will be contacted about the infraction(s), orally and in writing
 - If the infraction(s) remain, a written notice will be presented to the Contractor's Head Office and a fine of a minimum of \$100 up to a maximum of \$1000 per infraction will be deducted from the payment due to the Contractor
 - If required by law to immediately report the infraction(s), the City shall report the infraction to the appropriate ministry (ies).
 - The City may, at the City's discretion, suspend or terminate the contract and/or withhold payment by the City.
 - I/we acknowledge and agree that, depending on the nature and/or seriousness of the deficiency, the City reserves the right to bypass any or all of the steps described herein.

4. I/We hereby acknowledge receipt of a copy of the City's Contractor Safety Policy/Program and that I/We understand and undertake to adhere to the terms of this Policy and to cooperate with the City in its efforts to ensure compliance thereunder.
 - I/We have received and read the "City of Kenora Contractor Safety Program". As the Prime Consultant or authorized representative of the contracted services, I understand that I am fully responsible for ensuring that all of our employees, subcontractors, and visitors comply with all necessary rules and regulations outlined therein and with all applicable regulations made under the Occupational Health and Safety Act.

- Prior to commencement of Work, The Contractor will be advised as to which of the listed items on page 6 of 10 on the "Contractor Document Requirements" form of the "City of Kenora Contractor Safety Program" will need to be provided to The City Representative for review.
- See Appendix A for reference to The City of Kenora Health and Safety Policy and Contractor Safety Program.

Authorized Representative:

(Print Name)

(Signature)

(Date)

Company Name

Witness:

(Print Name)

(Signature)

(Date)

Name of Administrator of Contractor's Health and Safety Program:

Indemnification Agreement

In consideration of the Corporation of the City of Kenora (the City) agreeing to contract with the undersigned

(Name of contractor)

Hereby agrees and covenants that they shall indemnify and save harmless the City and all persons for whom it is in law responsible, from any and all claims, action suits, damages or costs arising or alleged to arise from the action, default or negligence of the undersigned, its agents or servants in their performing work or supplying materials on City property, or elsewhere at the City's request as laid out in Section 4.15.2 – Indemnification.

This indemnity shall include all administrative costs, adjusting costs, and legal costs on a substantial indemnity basis.

This indemnity shall be limited in respect to work performed or services supplied between April 1, 2025 to December 31, 2028

Dated _____ 2025

(Name of contractor)

Per: _____

(Signature)

APPENDIX C: SPECIFICATIONS AND LOCATION DRAWINGS

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1.0 Location

The City of Kenora requires one school crossing guard at each of the six (6) identified locations: -

1. Fifth Street South at Sixth Avenue South
2. Eighth Avenue South and River Drive
3. Seventh Avenue South and Second Street South
4. Ninth Street North and Eleventh Avenue North
5. Valley Drive at Valleyview School
6. Brinkman Road at Evergreen School

2.0 Time

A crossing guard is required at each of the identified locations for the following times each day:

Locations: 1,2,3,4,5	8:00 a.m. – 9:00 a.m. 3:00 p.m. – 3:45 p.m.
Locations: 6	3:00 p.m. – 3:45 p.m.

3.0 Duration

Crossing guards will be required in accordance with the exact dates of the commencement of each school year through to the end of each school year, representing approximately 187 instructional days, including exam days, per year for both the Keewatin-Patricia District School Board and the Kenora Catholic District School Board. The Contractor shall confirm the August and June dates with the two Boards and advise the City accordingly.

4.0 Personnel

It will be the responsibility of the successful bidder to provide mature and responsible personnel with all related employment costs being the responsibility of the bidder for the entire duration of the school years 2025 - 2026, 2026 – 2027 & 2027-2028. The Successful firm will be required to submit criminal record checks on all guard personnel prior to each contract year.

5.0 Cancellation or Alteration of the Tender

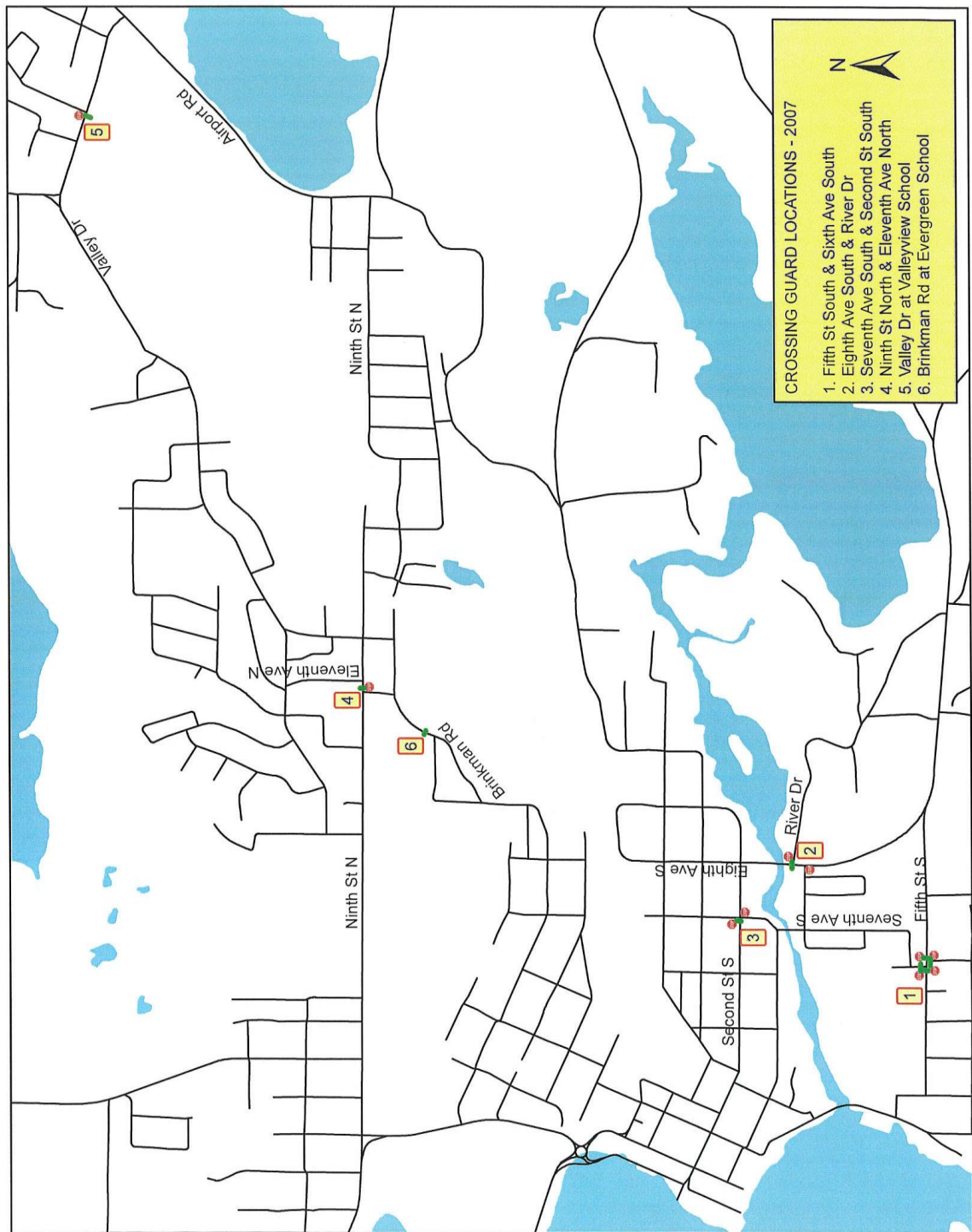
The City of Kenora reserves the right to cancel any of the specified school crossing guard locations prior to the award of the tender. Such cancellation shall result in the pro-rating of the submitted tender to the mutual satisfaction of both parties. A period of two weeks notice is required for the cancellation of any specified school crossing guard location after the award of the tender. The City of Kenora is excluded from its obligations under this Contract for any

period during the term of this Contract in which service is interrupted by any strike or walk-out relating to educational or other services of either School Board, or, by reason of any "Act of God" such as floods, storms, etc.

7.0 Reporting Forms

The successful firm will be required to submit a School Crossing Guard Location Activity Count, as per the forms included in Appendix D. The forms are to be submitted to the attention of the City of Kenora, Dir. Engineering and Infrastructure, no later than July 15 of each year.

LOCATION DRAWING



APPENDIX D: REPORTING

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**SCHOOL CROSSING GUARD SERVICE
LOCATION ACTIVITY COUNT
2025/2026 SCHOOL YEAR**

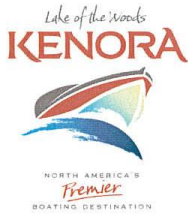
#	Locations	Signage at Intersections	Degree of Activity		Importance of Service	Peseestrian Traffic-Breakdown		Comments
			Traffic	Student		8:00 am- 9:00 pm.	3:00 pm- 3:45 pm.	
1	Fifth St S at Sixth Ave. S	4-Way						
2	Eight Ave. S & River Dr	2-Way						
3	Seventh Ave. S & Second St. S	2-Way						
4	Ninth St. N & Eleventh Ave. N	2-Way						
5	Valley Dr. at Valleyview School	1-Way						
6	Brinkman Road at Evergreen School	Crosswalk Rd. Marking Sign						

SCHOOL CROSSING GUARD SERVICE
LOCATION ACTIVITY COUNT
2026/2027 SCHOOL YEAR

#	Locations	Signage at Intersections	Degree of Activity		Importance of Service	Pesestrian Traffic-Breakdown		Comments
			Traffic	Student		8:00 am. 9:00 pm.	3:00 pm. 3:45 pm.	
1	Fifth St S at Sixth Ave. S	4-Way						
2	Eight Ave. S & River Dr	2-Way						
3	Seventh Ave. S & Second St. S	2-Way						
4	Ninth St. N & Eleventh Ave. N	2-Way						
5	Valley Dr. at Valleyview School	1-Way						
6	Brinkman Road at Evergreen School	Crosswalk Rd. Marking Sign						

APPENDIX E: CITY OF KENORA HEALTH & SAFETY POLICY

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The Corporation of the City of Kenora Occupational Health and Safety Policy

The Corporation of the City of Kenora is committed to preventing occupational illness and injury in the workplace.

We recognize that an effective health and safety program, as indicated by following acceptable industry practices and compliance with legislative requirements, and communication of that program to all workers, will contribute to a reduced risk of injury or illness to workers.

We further recognize that health and safety is the shared commitment and responsibility of us all. Our program is based on the concepts of the Internal Responsibility System wherein responsibilities and authority for health and safety are delegated from the top down and accountability for performance is required from the bottom up.

The Senior Leadership Team is responsible for establishing health and safety policy and ensuring the development of a health and safety system.

Division Managers are responsible for the development and implementation of health and safety programs in their divisions and for ensuring that their Division Leads are performing their required health and safety responsibilities.

Division Leads and all supervisory personnel are responsible to enforce health and safety rules and regulations and to ensure that their workers have the appropriate training, skills, and qualifications to perform their tasks safely.

Workers are responsible to follow employer and regulatory procedures, use their initiative to reduce risk, and to report unresolved issues to their supervisor.

It is the intention of this policy that:

**"No job is so important and no service is so urgent
that we cannot take the time to perform our work safely"**



Chief Administrative Officer



Mayor

Approved by Municipal Council on March 19, 2019

Health and Safety Responsibilities - Contractors

Section Health and Safety Policies	Date March 19, 2012	Approved by By-law Number: 27-2012	Page 1	Of 4
Subsection Responsibilities and Accountabilities	Supersedes By-law Number: 105-2011		Policy Number: HS-05	

PURPOSE

It is the policy of the City of Kenora to require that the provisions of the Occupational Health and Safety Act (Act) and applicable Regulations are complied with:

- where the City of Kenora contracts the performance of work or services (non-construction); and
- where the City of Kenora contracts a “constructor” (as defined in section 1 of the Act) to undertake a project (construction).

The purpose of these requirements is to ensure that all reasonable precautions are taken:

- for the protection of workers; and
- so that the City of Kenora is duly diligent in their duties and responsibilities under the Act.

RESPONSIBILITY**Contract Personnel**

Contract personnel are responsible to:

- comply with the requirements of this policy and guideline;
- use their training, knowledge and experience to protect the health and safety of themselves and others;
- report to their supervisor the absence of, or defect in any protective equipment or device; and
- report to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of this policy and guideline.

Contractors

Contractors are responsible to:

- enforce and comply with the requirements of this policy and guideline; and
- ensure that their workers are aware of this policy and guideline.

Supervisors (Both City of Kenora and Contract Personnel)

Supervisors are responsible to ensure that:

- contract personnel (non-construction) work in compliance with the requirements of this policy and guideline;

Health and Safety Responsibilities - Contractors
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POLICY NO.	PAGE	OF
HS-05	2	4

- contract personnel (non-construction) are aware of the requirements of this policy and guideline;
- protective equipment and devices required to carry out the requirements of this policy and guideline are provided; and
- protective equipment and devices that are provided are maintained in good condition.

Management

Managers are responsible for ensuring all City of Kenora operations are in compliance with applicable legislation and the requirements of this policy and guideline.

PROCEDURE

General

All contractors are required where applicable, to provide to the City of Kenora upon request the following:

- WSIB certificate of clearance;
- third party liability insurance (minimum \$2 million);
- where applicable, federal, provincial and municipal licensing, certification, notification, inspection and approvals;
- occupational health and safety policy and program;
- applicable training documentation for supervisors and workers as specified by The City of Kenora;
- hazardous materials and designated substance inventories; and
- records of health and safety violations and convictions under the Act.

Service Contractors (Non-construction)

In addition to the duties and responsibilities imposed on contractors under the Act, service contractors will ensure:

- the applicable requirements of the City of Kenora's health and safety program are communicated to, understood by and complied with by the workers of the contractor;
- the measures and procedures required by the Act and Regulations (applicable to the work) are carried out;
- appropriate documentation of instruction and communication are maintained and available for review by the City of Kenora; and
- any and all other precautions deemed necessary by the City of Kenora for safeguarding workers, equipment and property are carried out.

Health and Safety Responsibilities - Contractors
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The City of Kenora will gauge contractor compliance with these requirements, and reserves the right to terminate services' contracts for any and all violations.

Contractors (and their workers) are required to attend any and all safety related meetings as deemed appropriate by the City of Kenora.

Project Contractors (Construction Projects)

In addition to the duties and responsibilities imposed on contractors (who undertake a construction project for the City of Kenora) under the Act, contractors will ensure:

- the City of Kenora's health and safety requirements for contractors (construction) are incorporated into the project health and safety program;
- a project hazard assessment review is conducted, prepared and submitted to the City of Kenora which includes;
 - analysis and evaluation of hazards;
 - application of controls;
 - instruction and information provided to supervisors and workers regarding hazards;
 - hazardous materials inventory;
 - operational, maintenance and emergency procedures specific to the project assessment; and
 - training in the necessary procedures;
- a written health and safety policy is available, posted and communicated to all workers on the project;
- a project safety program is developed and implemented that details how the contractor will ensure compliance with subsections 23(1), 25(1) and 25(2) of the Act;
- a designated safety representative coordinates health and safety on the project; and
- the designated safety representative attends a project pre-meeting with representatives of the City of Kenora.

Equipment

The contractor is responsible to provide, maintain and ensure that all equipment necessary, including personal protective equipment, is properly used or worn for the duration of the work.

All equipment used by the contractor shall conform to the manufacturer's specifications and comply with all applicable legislation. The City of Kenora reserves the right to prohibit the use of any equipment, methods or practices that do not conform to acceptable standards. Equipment shall be removed from the City of Kenora's premises immediately upon completion of the work.

Health and Safety Responsibilities - Contractors

POLICY NO.	PAGE	OF
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TRAINING

All City of Kenora personnel involved with contracting of work will be made aware of the contents of this policy. All training will be documented.

REFERENCES

Occupational Health and Safety Act (Ontario) – Section 23
 Workwell Core Health and Safety Audit – Element 2.1 (i) and (j)



City of Kenora
Contractor Safety Program

City of Kenora Contractor Safety Program

Introduction

The City of Kenora is committed to the health and safety of all of our employees, and expects the same commitment from each contractor to their own employees.

The City of Kenora has developed this program for use by all contractors who perform work or provide services on City of Kenora premises. Contractors include all on-site service providers, construction contractors and all sub-contractors. Outside carriers, delivery, or pick-up personnel are generally not required to complete the Contractor Safety Program requirements unless the scope of the service that they provide will go beyond the routine delivery or pick-up of commodities at approved points within the City of Kenora. Outside Trainers or Consultants generally are not required to complete the Contractor Safety Program requirements unless the scope of the service that they provide will include health and safety hazards.

This program does not cover all of the site-specific or even project-specific health and safety issues that may arise. This program is by no means meant to be all inclusive of the requirements of the *Occupational Health and Safety Act* (hereinafter referred to as the *Act*) or any other applicable legislation.

The Contractor Safety Program consists of three elements:

1. The General Workplace Safety Requirements for Contractors

This section is a compilation of the specific information that Contractors need to know before and be aware of during the performance of work for the City of Kenora in order to ensure compliance with the program. Not all information in this section applies to all contractors. It is up to individual contractors to review this section and understand the applicable sections based on the work or service that they will be providing to the City of Kenora.

2. Contractor Declaration and Documentation Requirements Checklist

Prior to performing work for the City of Kenora, all new contractors must complete the Contractor Declaration and submit the documentation required as outlined on the form to the City Representative. The declaration must be signed by a representative of the Contractor who has the authority to commit the Contractor to comply with the General Workplace Safety Requirements for Contractors.

3. City of Kenora Contractor Orientation Checklist

It is the Contractor's responsibility to review the General Workplace Safety Requirements for Contractors document with their employees.

Prior to work commencing, the City Representative must complete the orientation checklist with the Contractor. This session will outline the site specific hazards, and emergency and reporting procedures.

City of Kenora Contractor Safety Program

City of Kenora

General Workplace Safety Requirements for Contractors

1. Unless explicitly referenced elsewhere in contract documentation, the Contractor will be designated as the Constructor, as defined by the *Act*, for the purposes of construction project work. As Constructor the Contractor will assume all of the responsibilities as set out in the *Act* and its regulations and shall enforce strict compliance therewith.
2. The Contractor must have an Occupational Health and Safety Policy and a program to implement that policy.
3. The Contractor shall ensure that work is conducted in a safe manner consistent with the intent of the *Act*, and any other Act, regulation, or by-law. Violations of any such legislation may result in the Contractor being removed from the project.
4. The Contractor shall appoint a person to supervise the work and that person shall be a *competent person*, as defined by the *Act*. The Contractor shall provide documentation to the City's Representative as evidence of the individual's competence. This could include training records or other such documentation as may be appropriate.
5. During the execution of the work, the Contractor shall ensure that:
 - a) worker safety is given first priority in planning, pricing, and performing the work;
 - b) its officers and supervisory employees have a working knowledge of the duties of a constructor and employer as defined by the *Act* and the provisions of the regulations applicable to the work, and a personal commitment to comply with them;
 - c) a copy of the most current printing of the *Act* and applicable regulations are available at the Contractor's office within the working area or, in the absence of an office, in the possession of the supervisor responsible for the performance of the work;
 - d) workers employed to carry out the work must possess the knowledge, skills, and protective devices required by law or recommended by a recognized industry association to allow them to work safely;
 - e) its supervisory employees are competent person as defined by the *Act* and they carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers;
 - f) all subcontractors and their employees are properly protected from injury and illness while they are at the workplace.
6. Where required by the *Act* and its regulations, the Contractor shall register the project with the Ministry of Labour's Construction Health and Safety Branch prior to starting work on the site. The Contractor shall pay all registration fees. A copy of the registration must be posted in a visible location at the site, and submitted to the City's Representative before starting work on site.
7. The Contractor shall have a written emergency plan, which includes a process for addressing critical injuries, accidents, and incidents as required by sections 51, 52, and 53 of the *Act*. The plan must be readily available. If work is on a project, the emergency plan shall be posted on site prior to any work commencement.
8. Where required, the contractor shall provide a telephone, appropriate first aid facilities, eye wash stations and any other measures required for emergency use as identified in the emergency plan.

City of Kenora Contractor Safety Program

9. The contractor shall conduct regular workplace inspections in accordance with the Act. The contractor must immediately address any preventive or corrective measures required to maintain site safety.

10. The contractor shall, throughout the course of the work, make the City's representative aware of all accidents/incidents that occur involving the contractor or the contractor's employees.

11. The City's representative will stop the work immediately for any violation of the Act or regulations that they become aware of. The contractor shall not resume the work until any such violation has been rectified.

12. The contractor shall be responsible for any delay in the progress of the work due to a violation of legislated requirements or City health and safety requirements of which the contractor has been advised, and shall take the necessary steps to avoid delay in the final completion of the work without additional cost to the City.

City of Kenora Contractor Safety Program**Declaration**

I have received and read the "City of Kenora Contractor Safety Program". As the owner or authorized representative of the contracted services, I understand that I am fully responsible for ensuring that all of our employees, subcontractors, and visitors comply with all necessary rules and regulations outlined therein and with all applicable regulations made under the Occupational Health and Safety Act.

Name: _____

Signature: _____

Company Name:

Witness: _____

City of Kenora Contractor Safety Program

Contractor Document Requirements

The documentation required from the contractor will be dependent on the scope of the work to be performed. Prior to commencement of work the contractor will be advised as to which of the following documentation will need to be provided to the City of Kenora Representative for review. This list is not intended to be all inclusive and additional documentation may be requested at the discretion of the City of Kenora Representative.

- ☐ Contractor Safety Policy
- ☐ Certificate of Liability Insurance
- ☐ Valid WSIB Clearance Certificate
- ☐ Certificate of Personal Disability Coverage
- ☐ Supervisor's Name and Phone Number
- ☐ Contractor's List of First Aiders
- ☐ Contractor's Emergency Contact Numbers
- ☐ Training Records Supporting Competency of Supervisor
- ☐ Approved Registration Form (As per Section 5 of O. Reg. 213/91)
- ☐ Notice of Project Form if Required (As per Section 6 of O. Reg. 213/91)
- ☐ Generator Registration Number (if removing hazardous waste)

City Representative Name

Owner of the Contracted Services

Signature of City Representative

Signature of Owner

**City of Kenora Contractor Safety
Program**

**Contractor Initial
Orientation**

Prior to any "work" being done by the contractor, an initial orientation must be held. The City Representative shall conduct this orientation. Work must never begin before the orientation has taken place and information is conveyed to all contractor employees. If all contractor employees are not present for the orientation, it is the responsibility of the Contractor Representative to convey this information to the contractor employees.

Where there is an established scope of work, location, conditions, hazards, and they will not change during a twelve-month period, then a yearly orientation can be held.

The City's Representative is to review and check off the following items with the contractor:

- ☐ Inform the contractor of the Health and Safety hazards or requirements of the area in which they will be working. The contractor site supervisor (or appropriate designate) is responsible to convey this information to all contract personnel working on the project or job.
- ☐ The City of Kenora emergency procedures and evacuation procedures as they apply to the work being performed.

City Representative Name

Contractor Name

City Representative Signature

Contractor Signature

Date

City of Kenora Contractor Safety Program

Appendix

Internal Procedures for Hiring Contractors

City of Kenora Contractor Safety Program

The City of Kenora is committed to the health and safety of all our employees and expects the same commitment from each contractor to their own employees.

A City representative is the point of contact for the contractor while performing work for the City of Kenora.

Definitions (from the Occupational Health and Safety Act)

Competent person means a person who:

- (a) is qualified because of knowledge, training and experience to organize the work and its performance,
- (b) is familiar with this Act and the regulations that apply to the work, and
- (c) has knowledge of any potential or actual danger to health or safety in the workplace.

Construction includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine.

Maintenance vs. Construction – According to the Ministry of Labour’s Construction vs. Maintenance Policy, contract work is considered construction if the contract activities are mentioned in the definition of construction and are performed on objects mentioned in the definition of project. Those construction activities not performed on objects mentioned in the definition of project would be considered maintenance and would be covered by the industrial regulations. For example, an alteration, repair, or dismantling performed on a building, bridge, or structure, is construction, whereas the same activities carried out on machinery or equipment would be maintenance. Similarly, structural maintenance and installations are considered to be construction, whereas routine plant maintenance is considered to be maintenance.

Constructor means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

Employer means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

Owner includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.

Project means a construction project, whether public or private, including;

- (a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, coffer dam, conduit, sewer, water-main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,

City of Kenora Contractor Safety Program

(b) the moving of a building or a structure, and

(c) any work or undertaking, or any lands or appurtenances used in connection with construction. Supervisor means a person who has charge of a workplace or authority over a worker.

Worker means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

Workplace means any land, premises, location or thing at, upon, in or near which a worker works.

Procedure

For all contracts for services:

- Determine the nature of the work
- Determine the health and safety hazards, and
- Classify the contract work.

a) A construction project that has significant health and safety hazards. Examples would include but are not limited to construction of a community centre, renovations, replacement of a boiler and other major equipment.

b) Maintenance with significant health and safety hazards. Examples would include but are not limited to window washing, annual inspection of roof top anchors, replacement of heating coils, or electrical repairs.

c) No significant health and safety hazards. Examples would include but are not limited to photocopier maintenance and using external training consultants.

For tender contracts it will be the responsibility of the department issuing the tender to obtain the required information from the contractors. For contracts that are not tendered, the City Representative will be responsible for obtaining this information.

For the contracts classified with health and safety hazards, those contractors must be given a copy of the City of Kenora Contractor Safety Program. The contractor must complete the Contractor declaration portion of this document and provide the City's Representative with the required documentation prior to the work commencing.

At the beginning of the work the City's Representative will be responsible to provide the contractor with the appropriate orientation which will include;

- Identification of all known hazards
- A walk through of the work area, and
 - Locations of all emergency exits and the procedure for evacuation. (If applicable to the work being performed.)

If at any time a contractor is observed performing work unsafely or contrary to the Act or regulations this must be addressed immediately. The contractor must be made to stop what they are doing and the contractor will not resume the work until such contraventions have been rectified.

END OF TENDER