

**PUBLIC WORKS DEPARTMENT
WINTER SNOW HAULING AGREEMENT – SEASON 2025-2026
NO.: 25-F18-18**

Contractor Name:	_____
Address:	_____

Please find enclosed a copy of the “Policy for the Hiring of Local Contractors for the Supplying of Tri-Axle & Tandem Trucks for Snow Removal” for the Public Works Department of the Town of Hawkesbury. This policy will remain in effect until further notice, or any changes are affected to the policy.

In order for your company to be on the calling list for snow hauling of the 2025-2026 Winter Season, this form must be completed and returned to the Public Works Department via email at tp-pw@hawkesbury.ca before 3:00 PM, on Friday, October 24, 2025. **No other forms will be accepted after this date and time.**

Winter Season 2025-2026

Hourly Rate for Tri-axle Truck:	115.00 \$/hour (plus HST)
Specification for Tri-axle Truck:	* Two (2) foot boards on box on the driver’s side only. This is subject to inspection and approval by the Public Works Superintendent.
Hourly Rate for Tandem Truck:	110.00 \$/hour (plus HST)
Specification for Tandem Truck:	* Two (2) foot boards on box on the driver’s side only. This is subject to inspection and approval by the Public Works Superintendent.

We require you to provide at least two (2) contact names as well as two (2) telephone numbers in the event that your vehicle is needed.

<u>Contact names</u>	<u>Telephone number #1</u>	<u>Telephone number #2</u>	<u>Email address</u>
1)			
2)			

I have read the attached “Policy on Hiring of Local Contractors for the Supplying of Tri-Axle & Tandem Trucks for Snow Removal” and agree to the above hourly rate and specifications.

DATE	NAME (BLOCK LETTERS)	SIGNATURE
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If the format of this document is inadequate, please contact the Technical Services department at (613) 632-0106 and the municipality will provide, to the best of its abilities, the required assistance.

POLICY
HIRING OF LOCAL CONTRACTORS FOR SUPPLYING OF
TRI-AXLE AND TANDEM TRUCKS FOR SNOW REMOVAL

1. During snow removal, the Town of Hawkesbury will use its own trucks as much as possible;
2. Should the Superintendent of Public Works require additional trucks, the following procedures and policies shall apply:
 - a) The Superintendent shall include any local contractor who has expressed an interest in providing a vehicle for snow removal activities on a calling list for provision of such services and shall have the contractor sign this "Snow Hauling Agreement" which sets forth the hourly rate, truck specifications and acknowledgment of this policy. Vehicles must comply with safety regulations instituted by the Superintendent;
 - b) The Superintendent shall maintain a calling list of those contractors wishing to participate and shall provide, when convenient, an 8-hour notice period for the evening (current) snow removal activity;
 - c) The Superintendent shall call contractors on a rotating and descending order basis, and shall offer the possibility of providing one (1) tri-axle or one (1) tandem for a scheduled snow removal activity based upon the number of trucks, the Superintendent, requires for that specific scheduled activity;
 - d) When the number of trucks required has been obtained, the next and subsequent contractor(s) on the list, shall be contacted for the next snow removal activity and this process shall continue for each subsequent snow removal activity;
 - e) Two (2) subsequent refusals without legitimate reasons by a contractor shall result in the contractor being removed from the calling list for the current winter;
 - f) All contractor's operators must operate their trucks in a safe and appropriate manner at all times and must comply with the Town's Occupational Health and Safety Policy;
 - g) The Superintendent, at his sole discretion, shall have the authority to remove or not accept the renting of a vehicle from a local contractor in the event that the operator for the contractor is not performing the required duties requested by the Superintendent of Public Works.
 - h) The Superintendent shall refuse any truck that is not equipped with two (2) foot boards on the driver's side only, or that does not comply with the inspection and approval requirements set by the Superintendent of Public Works.
 - i) If a contractor agrees to work for a shift, they must show up on time. They are not permitted to leave until advised by the Superintendent or Lead Hand in charge of the snow removal event.

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- j) Upon submitting their signed agreement, contractors shall provide proof of comprehensive general liability insurance covering bodily injury and property damage of at least \$ 5,000,000.00 naming the Town of Hawkesbury as an additional insured, and proof of a member in good standing with WSIB (clearance certificate). These must be maintained for the duration of the 2025-2026 winter.
- k) Please provide truck(s) plate number(s), Tandem or Tri-axle:

Truck plate	Tandem or Tri-axle	WSIB number