Request for Proposal
For
CYRL Snowblower Request

Request for Proposal No.: 18-2026

Issued: November 23, 2026

Deadline to Submit Questions: December 3, 2026

Submission Deadline: December 22, 2026, at 1400 CDT

Issued by: The Corporation of the Municipality of Red Lake
2 Fifth St, Balmertown, ON

Request for Proposal Contact: Michelle Laing
Email: procurement@redlake.ca

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Introduction

The Municipality of Red Lake operates the Red Lake Airport (CYRL), which requires specialized snow-clearing equipment to maintain safe and efficient airfield operations during the winter months. The Municipality is seeking to procure a medium-sized, self-propelled snowblower capable of operating reliably in extreme cold-weather conditions and meeting the operational demands of the airport.

1.2 Invitation to Proponents

The Municipality of Red Lake invites qualified proponents to submit Proposals for the supply and delivery of a self-propelled snowblower for the Red Lake Airport (CYRL), in accordance with the requirements and specifications outlined in this Request for Proposal.

This RFP is issued in accordance with the Municipality's Procurement By-law. Where the value of the procurement meets or exceeds the applicable monetary thresholds, this RFP is also subject to the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), as they apply to municipalities.

1.3 RFP Contact

For the purposes of this procurement process, the "RFP Contact" will be:

Michelle Laing, Procurement & Resource Planning Specialist
procurement@redlake.ca

Proponents must not contact other Municipal staff or officials regarding this RFP. Any attempt to do so may result in disqualification.

1.4 Proponent Eligibility

Proponents must be legally authorized to conduct business in Ontario or Canada and, if requested, must provide proof prior to award.

1.5 Questions and Addenda

Any questions regarding this RFP must be submitted in writing to the RFP Contact by the Deadline for Questions as stated in the RFP Timetable (Section 1.7).

The Municipality will issue written responses and any necessary addenda to registered proponents. It is the responsibility of the proponent to review and acknowledge any issued addenda before submitting a Proposal.

1.6 Type of Contract for Deliverables

Contract award will be made by issuance of a Purchase Order to the selected Proponent. The Purchase Order will incorporate terms of this RFP (including any addenda) and the successful Proponent's Proposal.

The Municipality reserves the right to clarify Proposal details with the selected Proponent prior to the issuance of the Purchase Order, provided such clarification does not materially alter the scope of the RFP.

1.7 RFP Timetable

Issue Date of RFP:	November 23rd, 2026
Deadline for Questions:	December 3, 2026
Deadline for Issuing Addenda:	December 10, 2026
Submission Deadline:	December 22, 2026, 2 pm CDT

The RFP timetable is tentative only and may be changed by the Municipality at any time.

1.8 Submission of Proposals

All Proposals must be submitted by the following method:

- **Electronically**: Via the Municipality's official procurement portal at www.redlake.ca/document-submission-portal/
    - Electronic submissions must be received prior to the Submission Deadline specified in Section 1.7.
    - Proposals should be submitted in PDF format where feasible to ensure compatibility and document integrity.

It is the responsibility of the Proponent to ensure that its Proposal has been successfully submitted through the Municipality's procurement portal prior to the Submission Deadline. The Municipality is not responsible for technical issues, transmission errors, or delays experienced by the Proponent.

Late Proposals will not be accepted or considered under any circumstances. The Municipal office clock determines the official closing time of the Proposal Call.

1.9 Proposal Submission Requirements

Proponents must submit only the completed forms and documents identified in Section 4.4 of this RFP. A full re-submission of the RFP document is not required. The Municipality is not obligated to review or consider any additional materials not expressly requested.

1.10 Amendment of Proposals

A Proponent may amend its Proposal only prior to the submission deadline as specified in Section 1.7. Proposals submitted after this deadline will not be accepted.

To amend a previously submitted Proposal, the Proponent must submit a complete, updated Proposal through the Municipality's official procurement portal. The latest submission received prior to the Submission Deadline will be considered the official Proposal, and all prior versions will be disregarded.

1.11 Withdrawal of Proposals

A Proponent may withdraw its Proposal at any time prior to the Submission Deadline by providing written notice to the RFP Contact, signed by an authorized representative of the Proponent.

Failure to honour a submitted Proposal may be considered by the Municipality in future procurement processes, in accordance with its Procurement By-law.

[End of Part 1]

PART 2 – EVALUATION, ACCEPTANCE AND EXECUTION.

2.1 Stages of Evaluation

The Municipality will evaluate Proposals in the following stages:

2.2 Stage I - Mandatory Submission Requirements

Proposals will be reviewed to ensure that all required submission forms and documents have been provided. Proposals that do not meet the mandatory submission requirements may be disqualified.

2.3 Stage II – Mandatory Requirements

Proposals will be evaluated to determine whether the proposed equipment meet the minimum requirements set out in Part 4. Proposals that do not meet the mandatory requirements may be disqualified.

The Municipality may remove from evaluation any individual equipment submission that is incomplete or does not meet mandatory requirements, without disqualifying the entire Proposal.

2.4 Stage III – Rated Evaluation

Proposals that meet the mandatory requirements will be evaluated based on the rated criteria set out in Part 4.

Scores will be assigned based on the degree to which the Proposal meets the evaluation criteria, and will be weighted accordingly.

2.5 Ranking and Selection

Proponents will be ranked based on their total evaluation scores. The Municipality intends to select the highest-ranked Proponent for award.

In the event of a tie in total score, the Proposal with the higher score in the Price category will be ranked higher. If still tied, the Proposal with the better delivery timeline will be ranked higher.

2.6 Clarification and Finalization

The Municipality may request clarification of any Proposal to assist in evaluation or to confirm details prior to award, provided such clarification does not materially alter the Proposal.

2.7 Best and Final Offer (BAFO)

The Municipality reserves the right, at its sole discretion, to request a Best and Final Offer from one or more of the highest-ranked Proponents following evaluation.

Where requested, invited Proponents will be provided an opportunity to revise their Proposal, including pricing, delivery, or other relevant details, within a specified timeframe.

BAFO submissions will be evaluated in accordance with the criteria set out in this RFP and may result in a revised ranking of Proponents.

Where applicable, the highest-ranked Proponents based on the evaluation results will be invited to participate in the BAFO process.

2.8 Award

Contract award will be made to the highest-ranked Proponent, subject to the Municipality’s reserved rights.

2.9 Reserved Rights of the Municipality

The Municipality reserves the right to reject any or all Proposals, cancel this RFP at any time, or proceed in a different manner in accordance with its Procurement By-law.

Without limiting the generality of the foregoing, the Municipality specifically reserves the right to:

- Reject any Proposal that is incomplete or non-compliant;
- Reject any Proposal that does not represent, in the Municipality's opinion, best value;
- Request clarification or additional information to assist in evaluation;
- Select a Proposal other than the lowest-priced submission.

[End of Part 2]

PART 3 – GENERAL RFP TERMS AND CONDITIONS

3.1 Proponents to Follow Instructions

Proponents shall structure their Proposals in accordance with the instructions set out in this RFP. Where information is requested, responses shall clearly reference the applicable sections.

3.2 Proposals in English

All Proposals are to be submitted in English.

3.3 No Incorporation by Reference

The entire content of the Proposal shall be in a fixed form. Content referenced through external links of websites but not included in the Proposal will not be considered part of the submission.

3.4 Proponents to Bear Their Own Costs

Proponents are solely responsible for all costs incurred in the preparation and submission of their Proposal. The Municipality will not be liable for any such costs.

3.5 Communications through RFP Contact Only

All communications regarding this RFP must be directed to the RFP Contact. No verbal communication shall alter or modify any provision of this RFP.

3.6 Addenda

This RFP may be amended only by written addendum issued by the Municipality. It is the responsibility of each Proponent to obtain and acknowledge all addenda.

3.7 Verification and Clarification

The Municipality may request clarification or additional information from any Proponent to verify the contents of its Proposal. The Municipality may consider such information in its evaluation, provided it does not materially alter the Proposal.

3.8 Conflict of Interest and Prohibited Conduct

Proponents must not engage in collusion, bid-rigging, lobbying, or any conduct that may compromise the integrity of the RFP process. Any actual or potential conflict of interest must be disclosed. The Municipality may disqualify a Proponent for prohibited conduct or failure to disclose a conflict of interest.

3.9 Confidential Information of the Municipality

Information provided by the Municipality in connection with this RFP is confidential and may only be used for the purpose of preparing a Proposal.

The Municipality will treat information identified by a Proponent as confidential, subject to applicable law.

3.10 No Contract A and No Claims

This RFP process is not intended to create a legally binding bidding process and will not give rise to Contract A or any other contractual obligations. No legal relationship or obligation will be formed unless and until a Purchase Order is issued in accordance with this RFP.

3.11 Governing Law

This RFP and any resulting contract shall be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein.

3.12 Compliance with Laws and Regulations

The successful Proponent must comply with all applicable laws and regulations in the supply and delivery of the snowblower.

[End of Part 3]

PART 4 – RFP PARTICULARS

4.1 Background and Intent

The Municipality of Red Lake intends to procure a medium size, self-propelled snowblower for out airport.

Due to market availability, the Municipality will consider both new and used dealer inventory. Proponents are encouraged to submit the best available options that meet or closely align with the requirements set out in this RFP.

4.2 Scope of Work

The successful Proponent shall supply and deliver a medium size, self-propelled snowblower meeting the minimum requirements set out below. Equipment may be new or used inventory.

Delivery shall be made to:

The Red Lake Airport (CYRL)
2508 Highway 125,
Cochenour, ON P0V 1L0, Canada

1.1.1 Mandatory Requirements (Minimum Requirements)

Proposals must meet the following minimum requirements:

- Clearing Capacity: Minimum clearing capacity of 3,500 tonnes per hour (TPH). Proponents must identify the maximum clearing capacity of the proposed equipment.
- Casting Distance: Minimum casting distance of 30 metres (100 feet). Proponents must identify the maximum casting distance achievable by the proposed equipment.
- Clearing Dimensions: Cutting width between 2.54 and 2.80 metres (100 to 110 inches), with a minimum cutting height of 1.37 metres (54 inches).
- Drivetrain and Chassis: 4x4 all-wheel drive with heavy-duty planetary axles, locking differentials, and hydrostatic or powershift transmission capable of infinite creep speed control (0.5 to 40 km/h) while maintaining full blower RPM.
- Powerplant: Tier 4 compliant diesel engine(s), consisting of either:
- A single-engine hydrostatic drive configuration (500–750 HP); or
- A dual-engine configuration with a minimum 250 HP carrier engine and a 450–550 HP auxiliary blower engine.

Northwestern Ontario Cold-Weather & Remote Clauses because Northwestern Ontario regularly sees temperatures down to -40°C and faces long shipping distances from major service depots, tenders in this region require specific winterization and support clauses:

- Extreme Cold Package (-45°C Rated). Mandatory 120V/240V engine block heaters, hydraulic tank immersion heaters, battery warmer pads, heated fuel/water separators, and cold-weather synthetic hydraulic fluid (ISO VG 22 or 32) rated for -45°C startup.

- Cab Visibility & Defrosting. Heated laminated front and side safety glass, heavy-duty multi-speed cab heater/defroster, and LED strobe/work lighting packages to prevent snow-cloud whiteout blindness.

- Airfield Safety Equipment. Pre-wired roof console and antenna mount for a VHF Airband transceiver, reverse camera with heated lens, backup alarm, and Transport Canada-compliant amber LED rotating/strobe beacon.

- Warranty. Minimum 3-year / 2,000-hour comprehensive warranty covering powertrain, hydraulics, and blower head gearbox, with travel time/mileage allowances clearly defined for remote warranty repairs.

- Serviceability and Parts Availability: The Proponent must identify available service providers, authorized repair facilities, and the availability of parts and technical support within Northwestern Ontario. The Proponent must also confirm how warranty repairs will be performed, including arrangements for on-site service where required. Parts and maintenance manuals must also be made available to the Municipality.
- Proponents must confirm their ability to process and dispatch emergency replacement part orders within twenty-four (24) to forty-eight (48) hours of receiving an order from the Municipality.

1.1.2 Used Equipment Requirements (if applicable)

For used equipment, Proponents must provide:
- Model year (minimum: 2024)
- Equipment history report

4.3 Delivery Requirements

The successful Proponent must ensure that the transaction is finalized and the snowblower is fully delivered to the Municipality no later than March 31, 2027.

4.4 Mandatory Submission Requirements

Proponents must include all of the following items with their Proposal. Failure to include any of these items may result in disqualification.

Item	Location	Details
Submission Form	Appendix A	Must be completed and signed.
Statement of Understanding and Declaration Form	Appendix B	Signed confirmation of RFP review and compliance.
Equipment proposal form	Appendix C	Completed equipment proposal form
Acknowledgement of Addenda Form	Appendix D	Submit even if no addenda issued.

4.5 Canadian Free Trade Agreement (CFTA)

The Municipality of Red Lake is subject to the applicable provisions of the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA),

including the requirements governing open, fair, transparent, and non-discriminatory public procurement, to the extent that the applicable monetary thresholds and other coverage criteria are met. This Request for Proposal (RFP) shall be conducted in accordance with the applicable trade agreement obligations, Ontario legislation (including the Municipal Act, 2001), and the Municipality's procurement policies and procedures.

4.6 Equipment proposal form

Proponents must submit a completed Equipment Proposal Form (Appendix C) for each snowblower proposed. Proponents may submit multiple tenders, up to a maximum of three (3); however, each snowblower must be submitted on a separate form.

Only snowblowers submitted using the required Equipment Proposal Form will be considered and evaluated as part of the Proposal. Incomplete forms may result in the associated equipment being excluded from evaluation.

4.7 Evaluation

The following sets out the categories, weights and descriptions of the rated criteria of the RFP.

Criteria Category	**Description**	**Weight**
Equipment proposal	Equipment specifications and performance	20%
Price	Total Cost (excluding HST)	40%
Warranty, Condition & Operational Suitability	Warranty coverage, overall equipment condition (for used units), and considerations related to long-term maintenance, serviceability, and operational suitability	20%
Repairs and parts	Local Serviceability and parts	10%
Delivery	Availability and delivery timeline	10%

[End of Part 4]

APPENDIX A – SUBMISSION FORM

Request for Proposal Title:

Closing Date and Time:

Please fill out the following form, naming one (1) person to be the Proponent's contact for the RFP process and for any clarifications that may be necessary.	
Legal Name of Proponent (if a Proposal is submitted jointly by two or more legal entities, each and all such entities must be identified)	
Operating Name (if different)	
Mailing Address	
Phone Number	
Email Address	
HST Number (if applicable)	
Authorized Contact Name & Title	

Signature

By signing below, I confirm that I am an authorized signing officer of the Proponent and that this Proposal is submitted in accordance with the terms of the Request for Proposal (RFP). I understand that the submission of this Proposal does not create any binding legal obligations between the Municipality and the Proponent. Any such obligations will arise only if and when a written agreement is executed between the Municipality and the Proponent.

Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX B – STATEMENT OF UNDERSTANDING

I am the _____ (insert title) of the Proponent. I declare and confirm the following on behalf of the proponent:

1. Acknowledgement of RFP and Policies

   The Proponent has carefully reviewed the Request for Proposal (RFP) and the Municipality's applicable procurement policies. The Proponent fully understands the requirements and has had sufficient opportunity to seek clarification on any aspect of the RFP.

2. Acknowledgement that the RFP Governs the Process

   The Proponent acknowledges that the procurement process will be governed solely by the terms and conditions set out in this RFP and conducted in accordance with the Municipality's Procurement By-law and applicable trade agreements.

3. Non-Binding Procurement Process

   The Proponent acknowledges that this RFP process does not constitute a legally binding bidding process. No legal relationship or obligation regarding the procurement of any goods or services will be created unless and until the Municipality issues a Purchase Order or otherwise executes a written agreement for the Deliverables.

4. Ability to Provide Deliverables

   The Proponent confirms that it has the necessary experience, resources, personnel, and capacity to provide the Deliverables in accordance with the RFP requirements.

5. Proposal Validity

   The Proponent agrees that this Proposal shall remain valid and open for acceptance by the Municipality for a period of sixty (60) calendar days from the Submission Deadline. The Proponent understands that pricing is non-binding on the Municipality and that this validity period applies solely to the Proponent's offer and its availability for potential negotiations, if selected.

6. Acknowledgment of Addenda

   The Proponent acknowledges that it has reviewed and incorporated all addenda issued by the Municipality as part of this RFP.

7. Conflict of Interest Declaration

   The Proponent has reviewed the Conflict of Interest clause in Section 3.8 of the RFP. The Proponent declares that **(check one box below)**:

   ☐ No actual or potential Conflict of Interest exists

   ☐ A Conflict of Interest does exist – please complete and submit Conflict of Interest Declaration Form (found on the Municipal website)

8. No Prohibited Conduct

   The Proponent declares that it has not engaged in any conduct prohibited by this RFP, including collusion, bid-rigging, price-fixing, bribery, or other unethical or illegal activities.

9. Disclosure of Information

   The Proponent agrees that any information provided in this Proposal, even if identified as confidential, may be disclosed where required by law or by order of a court or tribunal.

   The Proponent consents to the confidential disclosure of this Proposal to the Municipality's advisers retained to assist with the RFP process, including evaluation.

10. Public Disclosure of Award

    The Proponent acknowledges that, if selected, the Municipality may publicly disclose the name of the successful Proponent, the awarded contract amount, and a general description of the Deliverables.

11. Authorization to Bind the Proponent

    The undersigned confirms that they have the authority to bind the Proponent to the representations made in this Proposal.

12. Accuracy of Information

    The Proponent confirms that all information provided in its Proposal is accurate and complete. The Municipality may rely on such information in its evaluation and decision-making.

Signature

By signing below, I confirm that I am authorized to submit this Proposal on behalf of the Proponent and to make the declarations set out in this Appendix. I understand that submission of this Proposal does not create any legal relationship or obligation between the Proponent and the Municipality. I further acknowledge that any legal obligations will arise only upon execution of a Purchase Order or execution of a written agreement between the Municipality and the successful Proponent.

Legal Name of Proponent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX C – EQUIPMENT PROPOSAL FORM

Proponent Name: _____

Equipment ID (for Proponent reference, if multiple submissions):_____

Equipment Information			
Make		Hours	
Model		New or Used	
Year		If used, equipment history report attached?	
VIN			

Mandatory Requirements	
Clearing Capacity. 3500 – 5000 TPH	
Minimum casting distance of 30 metres (100 feet)	
Clearing Dimensions. Cutting width between 2.54 and 2.80 metres (100 to 110 inches) and minimum cutting height of 1.37 metres (54 inches).	
Drivetrain & Chassis. 4x4 all-wheel drive with heavy-duty planetary axles, locking differentials, and hydrostatic or powershift transmission capable of infinite creep speed control (0.5 to 40 km/h) while maintaining full blower RPM.	
Powerplant. Tier 4 compliant diesel engine(s)—either a single-engine hydrostatic drive (500–750 HP) or a dual-engine setup (minimum 250 HP carrier engine plus 450–550 HP auxiliary blower engine).	
Extreme Cold Package (-45°C Rated). Mandatory 120V/240V engine block heaters, hydraulic tank immersion heaters, battery warmer pads, heated fuel/water separators, and cold-weather synthetic hydraulic fluid (ISO VG 22 or 32) rated for -45°C startup.	
Cab Visibility & Defrosting. Heated laminated front and side safety glass, heavy-duty multi-speed cab heater/defroster, and LED strobe/work lighting packages to prevent snow-cloud whiteout blindness.	
Airfield Safety Equipment. Pre-wired roof console and antenna mount for a VHF Airband transceiver, reverse camera with heated lens, backup alarm, and Transport Canada-compliant amber LED rotating/strobe beacon.	

Warranty. Minimum 3-year / 2,000-hour comprehensive warranty covering powertrain, hydraulics, and blower head gearbox, with travel time/mileage allowances clearly defined for remote warranty repairs.	
Serviceability - ensuring that parts and service is easily acceptable by local contractors and where warranty work can be done. Parts and Servicing/Maintenance manuals made available to purchaser	
Parts Mandatory 24-to-48-hour emergency parts shipping guarantee	
Warranty	
Base warranty	
Powertrain warranty	
Remaining warranty (if used)	
Pricing	
Total Price (excl. HST)	
The total price must reflect the complete equipment as proposed, including all included features, equipment, warranty coverage, delivery to the Municipality, and all applicable fees and charges. Optional upgrades, add-ons, or extended warranties at an additional cost must not be included.	
Delivery	
Delivery Time (number of days)	
This must represent a firm delivery commitment. Estimates or ranges may result in reduced scoring.	

By submitting this form, the Proponent confirms that all information provided is complete and accurate.

Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX D – ACKNOWLEDGEMENT OF ADDENDA

☐ I/We confirm that we submitted the Registration Form (Appendix A) prior to submitting a Proposal, or otherwise ensured we were included on the addenda distribution list.
We acknowledge that we have reviewed all addenda issued as referenced in Section 3.6 of the Request for Proposal. The contents of all addenda are incorporated into our Proposal and will be considered part of any resulting contract, if awarded.

☐ Addendum No. _____ ☐ Addendum No. _____ ☐ Addendum No. _____

☐ Addendum No. _____ ☐ Addendum No. _____ ☐ Addendum No. _____

☐ No Addenda Issued

Signature

By signing below, I/We acknowledge that I/we have reviewed all addenda issued as referenced in Section 3 of the RFP and confirm that all amendments, clarifications, and changes to scope have been incorporated into our Proposal.

Legal Name of Proponent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	