

OSHN Shared Services Project

Best Practices: Snow Removal Procurement

The OSHN Shared Services Project is exploring ways in which housing providers can sell and purchase services related to snow removal. As part of the feasibility work for this, Cahdco, the Project Manager for Phase III of the OSHN Shared Services Project, completed a pilot project that explored joint snow removal procurement for housing providers. Phase III of the OSHN Shared Services Project is funded by the [Community Housing Transformation Centre \(CHTC\)](#).

After conducting the snow removal pilot project, the following were discovered as best practices for procuring snow removal services.

It is our hope that this list will help you to procure snow removal companies more efficiently, resulting in a more effective and streamlined process, and ultimately fewer costs to the housing provider.

Steps to Procure Snow Removal Services

- Costs tend to be high when pursuing a one-year contract. There would be more savings with a **multi-year contract**.
- Joint contracts often do not have the desired effect of cost savings. Ottawa Community Housing (OCH) found this as well and is in the process of dividing up their properties to **do several smaller contracts**, instead of one large one.
- Housing providers should **simplify the type of snow removal work they require**. They should try to be as clear and concise as possible (e.g. trigger amount of snow that requires plowing, salting requirements, times the contractor is allowed to be on site, if repeat service throughout the day is necessary).
- **One-on-one conversations with snow removal companies** can have a better chance of receiving a bid, as opposed to sending an RFP for companies to bid on.
- If a joint contract is being pursued, **properties should be batched geographically** so that the snow removal company does not waste time driving across the city.
- There should only be **one point of contact for the contractor**.
- Many snow removal bids are released in September with contracts starting November 1, but the **earlier you can procure the better**.

Snow Removal Companies

The following snow removal companies were identified through the pilot project. These companies each provided bids to housing providers, while there were many others contacted that chose not to bid.

West End	Central	East End	South End
<ul style="list-style-type: none"> • Exel Contracting 	<ul style="list-style-type: none"> • Sky High Snow • Noel's Ottawa Snow Inc. • Centretown Road Service 	<ul style="list-style-type: none"> • J.R. Lawn Maintenance & Snow Removal Inc. 	<ul style="list-style-type: none"> • Always Growing Maintenance Inc.