



District of Wells Snow Removal RFP SNW 2024/25

Issue Date

2024-10-10

Closing Date and Time

2024-10-17 10:00 AM

Delivery of Submissions:

Submissions must be provided using one of the following delivery methods:

Submit via email to: general@wells.ca

or

Hard copy delivered to District of Wells Municipal Hall, 4243 Sanders Avenue, Wells

District of Wells Snow Removal RFP SNW 2024/25

Purpose

The District of Wells is seeking proposals from qualified Contractors for winter snow clearing road work and summer road maintenance within the municipal boundaries of Wells as described in Appendix "A" Scope, on an as required basis. The annual value of the contract is up to \$185,000 per year, subject to operational requirements, and is weather dependent. The contract term will be from Nov.1, 2024 – Oct. 31, 2025, with a one (1) year option for renewal at negotiated rates.

Overview

The District of Wells is responsible for maintenance of non-highway roads, lanes and access to civic facilities within its municipal boundaries. Snow clearing services are required for the road network, parking lots, hydrants and signs on an as required basis anytime that there is an accumulation of snow or slush cover that exceeds 10cm during the winter operating season.

Scope

The Contractor will provide all equipment, personnel, supervision, and labour to provide snow clearing and monitoring services as specified below. The work includes, removing snow, slush and ice control on road surfaces, and other identified areas during winter months and road maintenance and dust control, on an as and when needed basis, during the summer months.

General Terms

The Contractor shall ensure that workers have sufficient knowledge, skill, and experience to perform the work properly and safely and will have their own Worksafe coverage. Public Liability Insurance may be provided by the District. The Contractor will repair any damage caused by the Contractor in the course of this work at their own cost. The Contractor shall monitor area weather daily, to determine how it is affecting road conditions and will clear the road access based on the current conditions. Snow and slush clearing shall be initiated and conducted when there is an accumulation of snow or slush greater than 10 cm, and as requested by District staff. Sanding to be applied to arterial roads, corners and high inclines as required or as requested by District staff, including blanket sanding when conditions demand this application. Parking lots and civic facilities access should be cleared by 8:00am. The Contractor shall be reachable via phone for District staff to request or modify services provided by the Contractor. The Contractor shall be available to conduct additional non-snow removal road maintenance activities in the summer, such as but not limited to road grading, filling potholes, brushing and dust control. The Contractor and its employees will exercise good public relations while fulfilling their responsibilities under the Contract. The District accepts no responsibility for damage, vandalism, or theft of any of the Contractor's equipment.

All work shall be performed and will be paid on an hourly basis, as requested by District staff with any additional costs as negotiated and detailed in the final contract of which the Proponents bid will be the major component.

Proponents are requested to address the following items in their proposal:

Capabilities

The Proponent needs to provide details about its current location, key personnel experience and other organizational experience that will be practical and relevant as it relates delivering the scope of work in this RFP.

Relevant Experience

The Proponent is requested to provide a description of their relevant experience and that of any subcontractors of the Proponent. References may be requested but are not mandatory for response to this RFP.

Equipment

Proponents need to provide a list of their or any of their subcontractor's equipment that they will utilize while performing the services with cost per hour and any other charges in a format similar to that supplied in Appendix "B" Pricing.

Price

Proponents are required to submit a pricing proposal that sets out an all-inclusive cost for the services including all extraordinary expenses, disbursements, and any other costs associated with the delivery of the services. Hourly charge out rates are for the equipment and operator assigned to

this service are required. Additional costs should be stated and may include or exclude certain items e.g., supply of sand or other materials. Please utilize a response format similar to Appendix “B” Pricing. Prices quoted will be deemed to be in Canadian dollars exclusive of any applicable taxes.

Evaluation

Evaluation of proposals will be by a committee formed by the District. The District’s intent is to enter into a Contract with the Proponent that provides Best Value for the District in keeping with its Procurement Policy. This RFP is not a Tender – the lowest bid may not necessarily be awarded the contract for services as multiple evaluation criteria may apply. Any unsuccessful proponent will be offered the opportunity for a debriefing if requested.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

Appendix "A" Scope

Snow Removal 2024-25

Bids for snow removal services are sought in two segments: 1) Street and Lane snow removal and grading; and 2) Snow removal on Lots and Facilities and Driveway Berms.

Bids must be submitted separately for each segment. A Proponent may submit bids for one or both segments. Segments are described as follows:

1) Street and Lane snow removal and Grading

- Snow removal on all streets and lanes within District boundaries
- Grading of all streets and lanes in District Boundary
- Sanding of streets and lanes

2) Snow removal on Lots and Facilities and Driveway Berms

- Municipal Hall lot
- Wells Barkerville Community Cultural and Recreation Centre (school) lot
- Community Hall laneway access
- Water Treatment Facility on Ski Hill Road
- Sewer Lift Station on Dawson
- Sewer Lagoon service road and lot (off Hardscrabble Road)
- Fire Hydrants (21 locations)
- Fire Hall (Baker Street)
- Happy Swede Lane
- Stop signs
- Driveway berm (windrows) removal

Appendix "B" Pricing

Pricing

Segment 1 - Street and Lane snow removal and Grading

Equipment				
Type	Year	Manufacturer	Model	Operating Rate

Additional Costs:

Segment 2 - Snow removal on Lots and Facilities and Driveway Berms

Equipment				
Type	Year	Manufacturer	Model	Operating Rate

Additional Costs: