

TENDER GUIDELINES PACKAGE
Snow Removal Services – Government Centre
Page 1

TOWN OF SLAVE LAKE

TENDER PACKAGE

SNOW REMOVAL SERVICES GOVERNMENT CENTRE

This Tender package is for the establishment of Tender Guidelines with one supplier/contractor for snow removal services for the Government Centre from **November 1st, 2020 – April 30th, 2023**. The contract is for snow removal for all Government Centre property. This includes departmental offices of the Government of Alberta, the Town of Slave Lake Office, Regional Library and all common areas.

The contents of the package are:

1. Invitation to Tender
2. Instructions
3. Tender Guidelines (blanks to be filled in, signed and submitted as Tender)

Tenders close at 4:00 p.m., October 2, 2020

Bid Deadline

Bids clearly marked on the outside of a sealed envelope "Tender Government Centre Snow Removal Services" must be received at the Town Office by dropping it off at the Town of Slave Lake Municipal Office located at, Slave Lake, 10 Main Street Southwest, or by mail to Box 1030, Slave Lake, Alberta T0G 2A0 until ***Friday, October 2, 2020 at 4:00 p.m.***

- A). Bidder identification is not required on the outside of the envelope.
- B). Oral, telephoned, telegraphed, telexed, faxed, emailed or late Tenders will not be accepted or Acknowledged.

TENDER GUIDELINES PACKAGE
Snow Removal Services – Government Centre
Page 2

INVITATION TO TENDER

The Town of Slave Lake invites Tenders for the above noted services. The quantities and dollar volumes estimates are included in the attached Tender documents and are made in good faith, utilizing service performed.

The successful bidder of this Tender will be the primary supplier of automated snow removal services for the Government Centre for the specified period. Services provided for the Town from suppliers other than the one named in the Tender Guidelines are planned to occur only if supply as required cannot be made by the successful Contractor, or if services are need prior to Nov 1, 2020. Increases or decreases to the prices detailed herein resulting from fluctuations in prices shall only be authorized by formal amendments to the Tender Guidelines contract, upon satisfactory proof, in writing, showing that proposed changes are consistent with marketplace changes. This is to be provided to the Director of Community Services prior to the price change being instituted.

The Town of Slave Lake reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion. The Town of Slave Lake reserves the right to accept a Tender other than the lowest Tender without stating reasons. By the act of submitting its Tender, the Proponent waives any right to contest in any legal proceeding or action the right of the Town of Slave Lake to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Town of Slave Lake deems appropriate. Without limiting the generality of the foregoing, the Town of Slave Lake may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Any past experience with the Proponent, or lack thereof;
2. The results of any reference check done by the Town of Slave Lake; and
3. Information relating to the financial state of the proponent.

If deemed appropriate, the Town of Slave Lake may, as an option, negotiate and extend an acceptable Tender without re-advertising for future services.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The proponent acknowledges that the Freedom of Information and Protection of Privacy Act applies to all information and records relating to, or obtained, created or collected under this Tender; and

The records created or collected under this Tender for the Town of Slave Lake are subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act. Should the Town of Slave Lake receive a request for any of these records that are in your custody, it would be your responsibility to provide (copies of) the records, at your expense. You should provide them to the C.A.O. of Slave Lake within three (3) calendar days from official notification by the C.A.O.

INSTRUCTIONS

TENDER GUIDELINES PACKAGE
Snow Removal Services – Government Centre
Page 3

1. Sealed Tenders marked “TENDER GOVERNMENT CENTRE SNOW REMOVAL” will be received at the Town Office, Slave Lake, Alberta until 4:00 P.M. Friday, October 2, 2020.
2. Tenders must be submitted by completing the Tender Guidelines enclosed in this package. The Bidder must sign the Tender and his business address shall be given. The signing of the Tender constitutes an offer, and as such, shall be done by a duly authorized official of the Bidding Company.
4. All additional limitations, factors or alterations that affect the conditions of Tender shall be clearly stated in the special conditions section of the Tender.
5. Bidders must include “List of Equipment”.
6. Bids will be weighted on the basis of Price, References and Personnel being utilized. The Town of Slave Lake reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion.

All Tender enquiries are to be directed to:

Manager of Facilities and Parks
Town of Slave Lake
P.O. Box 1030
Slave Lake, AB
TOG 2AO

(780) 849-8021

TENDER GUIDELINES PACKAGE
Snow Removal Services – Government Centre
Page 4

TENDER GUIDELINES

The Town of Slave Lake
P.O. Box 1030
Slave Lake, Alberta
T0G 2A0

VENDOR: _____

Address: _____

Contact Name: _____

Phone: _____

SNOW REMOVAL SERVICES

General Terms and Conditions

1. Period of contract is November 1st, 2020 – April 30th, 2023 with the option to extend the contract for an additional **two** seasons. The extension of the contract is at the sole discretion of the Town of Slave Lake and will be based on contract performance and fiscal considerations.
2. The quantities and dollar values stated herein are estimates of Town requirements made in good faith. The contract shall be limited to actual supplies ordered and delivered or services performed.
3. No request for services will be processed without proper authorization.
4. All invoices will be forwarded to the Manager of Facilities and Parks..
5. The Town reserves the right, providing due notice, to terminate this contract for unsatisfactory service, supply, related reasons or default under any condition in this Tender. The supplier shall not have any further claim resulting from such notice of termination.
6. The Good and Services Tax (GST) is NOT to be considered an applicable tax for the purposes of this bid. The bidder shall therefore NOT include any GST amount in this bid price. The successful contractor will indicate on each application for payment as a separate amount the appropriate GST the Owner is legally obliged to pay. This amount will be paid to the Contractor in addition to the amount certified for payment under the Contract and will therefore not affect the Contract Price.

TENDER GUIDELINES PACKAGE
Snow Removal Services – Government Centre
Page 5

7. All Bidders must supply no less than three reference contacts. The Contractor, must have done work for the reference within the last three years
8. All Bidders must supply a list of working equipment available at the Contractors disposal to adequately carry out snow removal including make, model, year and bucket or blade size. (Appendix A)
9. All Bidders must be able to list the Town of Slave Lake as additional insured and be able to provide proof of Commercial General Liability in an amount of \$5,000,000.00
10. All Bidders must be able to provide the Town of Slave Lake with proof of insurance of automobile liability with limits of \$2,000,000.00
11. Prior to starting work the successful bidder must have:
 - a) Proof of a Town of Slave Lake Business License
 - b) Copy of a Safety Management Program

SPECIFIC TERMS AND CONDITIONS

1. Prices

The monthly charge for the following service under this contract is \$ _____ per month.

The Snow Removal Services will be as follows:

A. Government Centre

1.1 Performance Requirements

.1 Remove ice and snow from all traffic surfaces including walkways, stairs, ramps, parking areas, roadways and other paved surfaces to prevent or reduce the hazards of snow and slippery ice conditions to pedestrians and motorists.

1.2 Contact Information

.1 Provide the Town of Slave Lake with the name and number of the company representative for immediate or emergency service and response

1.3 Equipment and Manpower Requirements

.1 Provide sufficient manpower and equipment to complete all required snow and ice clearing services on schedule and to the satisfaction of the Town of Slave Lake

.2 Provide equipment with adequate capacity to remove snow and ice to pavement level, including packed down snow.

.3 Keep equipment well maintained and available for use when required for snow and ice removal

.4 Ensure that workers use appropriate personal protective equipment as required by Alberta's Occupational Health and Safety Act, Regulations and Code.

1.4 Responsibility for Damage

.1 Contractor is responsible for all damages to paved surfaces, landscaping and site fixtures caused by contractor's personnel and equipment. All repairs are to be completed as weather permits other than damages that create hazards to people or vehicles repairs, in which case the repairs are to be performed immediately.

1.5 Materials

.1 Provide all necessary snow and ice clearing material

.2 Supply Town of Slave Lake with samples and product data of all materials proposed for use on site.

.3 Prior to use, obtain approval from Town of Slave Lake for all products and materials and locations on site where each product or material is proposed to be used.

1.6 Precautions

.1 Do not operate equipment on turf areas, push or dump snow on trees or other plants, scrape tree bark with equipment or spin wheels on unpaved surfaces.

.2 When using power equipment, direct snow blower chute away from traffic, vehicles, obstacles and pedestrians. Follow with hand tools if necessary.

1.7 Priority of Work

- .1 Clear snow and ice from pedestrian and vehicular traffic surfaces in the following priority order:
- .2 Entrance walks within 5m of entrance door, steps and wheelchair ramps
- .3 On-site walkways and overhead door entrances
- .4 Off-site municipal walkways and vehicles entrance aprons surrounding property
- .5 Fire hydrant(s), electrical transformers and outdoor garage storage area
- .6 On-site roadways

1.8 General Workmanship

- .1 Provide and maintain a safe passage for pedestrian and vehicular traffic. Keep site free of hazardous slippery snow and ice conditions at all times.
- .2 Provide snow ploughing services during the night where possible to minimize problems with pedestrian and vehicular traffic. Clear snow and ice by **7:30am** the next day whenever snowfall occurs in the evening. When weather conditions make it impractical to complete work on schedule, the Town of Slave Lake may extend time limits.
- .3 Place signs at all entrances and exits warning of hazardous conditions and remove signs only when hazardous conditions are corrected.
- .4 Keep fire hydrant(s), electrical transformer(s), and access free of snow and sand hazardous and slippery areas. Ensure catch basins are kept free of snow cover.
- .5 When directed by the Town of Slave Lake, Contractor shall immediately correct any deficient work without additional charges.

1.9 Snow and Ice Removal

- .1 Remove snow and ice by ploughing, blowing, shovelling or other suitable means not harmful to paved traffic surfaces.
- .2 Clear snow and ice to full width of pavement or as directed by the Town of Slave Lake
- .3 Keep pedestrian traffic areas including walks, steps, and wheelchair ramps, municipal and site walkways free of snow and ice. Apply approved de-icer to hazardous pedestrian traffic areas when required and when directed by Town of Slave Lake to maintain safe conditions for passage.
- .4 When snow and ice cannot be removed without damage to paved surfaces, apply de-icer, sand and/or crushed rock chips to walkways, stairs, and wheelchair ramps to remove or prevent hazardous conditions and provide safe passageways.
- .5 Apply sand and/or crushed rock chips to roadways and parking entrance ramps where unsafe and emergency hazardous conditions exist or when directed by the Town of Slave Lake.
- .6 Provide flag persons for traffic control during clearing and snow hauling operations.

1.10 Stockpiling and Disposal of Snow

- .1 Snow may be stockpiled in areas on site designated by the Town of Slave Lake. Limited space is available. **(Appendix B)**
- .2 Position and manage stockpiled snow to ensure that stockpiled snow does not interfere with pedestrian and vehicular visibility.
- .3 Promptly remove excess snow from site as collected and stockpile areas are full.
- .4 Remove temporary snow stockpiles after snow stops falling and snow and ice clearing

TENDER GUIDELINES PACKAGE
Snow Removal Services – Government Centre
Page 8

operations have been completed.

.5 Load, transport and dump snow at approved municipal disposal sites or snow dump.

The Offerors, by their signature, confirm that this offer is made without any connection, knowledge, and comparison of figures or arrangements with any other company, firm or person submitting a Tender for the same work.

The undersigned parties agree to comply with all terms and conditions of this Tender Guidelines.

Offered by:

Signature

Name & Title

Company Name

Date

Accepted by:

David Kim, Chief Administrative Officer

Date

For the Town of Slave Lake

This Tender FOR SNOW REMOVAL SERVICES contract is not valid until signed by the Offerer and Acceptor.

Appendix A

List of Equipment

[illegible]

TENDER GUIDELINES PACKAGE
Snow Removal Services – Government Centre
Page 10

Appendix B
Snow Stockpile Map