



## **REQUEST FOR DECISION**

**File # 1220-20, 5400-11**

**Report To:** Mayor and Council  
**From:** Director of Community Services  
**Presenter:** Curtis Redpath  
**Subject:** Administration Report No. 0110/23  
RFP - City Owned Properties Snow Removal Award  
**Meeting:** Regular Council  
**Meeting Date:** 10 Oct 2023

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### RECOMMENDATION:

"THAT Council receive Administration Report No. 0110/23 - City Owned Properties Snow Removal RFP Award, for information."

### CAO'S COMMENTS:

**This RFP award recommendation is to Storm Irrigation who provided the lowest unit rates in their tender response for snow removal at City owned properties.**

ALTERNATIVE RECOMMENDATION:N/A

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**KEY ISSUES(S)/ CONCEPTS DEFINED: The City issued an RFP for City owned parking lot snow removal on August 1, 2023. The RFP closed on August 11, 2023 and the contract was awarded on August 31, 2023. There were seven submissions from Knappett Industries, Storm Irrigation, Dirt Wranglers, Big League Utilities, North Ascent Environmental and High Country Contracting. After reviewing all of the submissions, the City awarded the three year contract to Storm Irrigation who was the lowest bid.**

**RELEVANT POLICY: Council Policy No. 22/22 City Purchasing and Tendering Policy**

IMPLICATIONS OF RECOMMENDATION
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**COMPLIANCE WITH STRATEGIC PILLARS:**

Vibrant Community – Invest in community safety, social, cultural, and recreational programs.

Relationships & Advocacy – Initiate and foster relationships and advocate to decision makers on the issues that impact our community and our neighbours.

Economic Development – Enhance community economic development to provide opportunities and sustainability for Fort St. John.

Organizational Excellence – Provide a healthy workplace that is inclusive and builds on our diversity, engagement, and sense of community.

Managing Assets – Build and manage assets that support the current and future needs of the community.

**COMPLIANCE WITH STRATEGIC PRIORITIES:**

**GENERAL:**

**ORGANIZATIONAL: None**

**FINANCIAL: The operational budget for each building covers the cost for this service. The contract is based on snow fall amounts.**

**FOLLOW UP ACTION: None**

**COMMUNITY CONSULTATION: N/A**

**COMMUNICATION: All of the bidders have been notified**

**DEPARTMENTS CONSULTED ON THIS REPORT: Civic Properties**

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**Attachments:**

**Attachment 1: RFQ - Snow Removal - Municipal Parking Lots 2023**

**RESPECTFULLY SUBMITTED:**

**Curtis Redpath, Civic Properties Manager**

**28 Sep 2023**



City of Fort St. John  
**REQUEST FOR QUOTE**

**Snow Removal – Municipal Parking Lots**

**Quotes will be received at:**

City of Fort St. John  
10631 100 Street  
Fort St. John, BC V1J 3Z5

**On or before 2:00pm local time on August 11, 2023**

Or, electronically submitted Quotes will be accepted on or before the closing date and time if sent as an attachment to email: [credpath@fortstjohn.ca](mailto:credpath@fortstjohn.ca)

The City reserves the right to accept or reject any or all Quotes and will not be responsible for any costs incurred by the proponents in preparing a response.

**All inquiries are to be directed in writing by fax or email quoting the RFQ name and number to:  
Email [credpath@fortstjohn.ca](mailto:credpath@fortstjohn.ca) or fax 250-787-8181**

Curtis Redpath  
Civic Properties Manager

## 1. Introduction

Request for Quote (RFQ) is being issued by the City of Fort St. John (the City) who is soliciting Quotes from qualified Contractors with a demonstrated expertise in snow clearing. Contractors will fulfill requests for snow clearing on an on-call/on demand basis.

The general scope of work to be considered under the terms of this RFQ is outlined in Schedule 'A' – Scope of Work.

The term of this RFQ is from September 2023 to April 2025.

Contractors must demonstrate compliance with all applicable bylaws and regulations of the City and all applicable laws of the Province of British Columbia and the Government of Canada.

## 2. Examination of Quote Documents and Work Sites

Site Maps are attached in Appendix 'A'

It is the responsibility of the proponent to examine the Quote Documents and worksite(s). The Proponent may not claim, after the submission of a Quote, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Fort St. John.

## 3. Addenda

A Contractor must immediately notify the City if they find discrepancies or omissions in the RFQ, or if they have any doubt as to the meaning or intent of any part of this Quote.

Every request for an interpretation shall be made in writing and addressed and forwarded to:

Curtis Redpath  
Civic Properties Manager  
10631 – 100 St  
Fort St. John, BC V1J 3Z5  
[credpath@fortstjohn.ca](mailto:credpath@fortstjohn.ca)  
Fax: (250) 787-8181

All responses to queries regarding this RFQ will be made in the form of written addendum.

The City will not be responsible for or be bound by any verbal instructions, interpretations, or explanations issues by its officials, employees, agents, successors, or assigns. All Addenda will become a part of the Contract Documents; Contractors are to acknowledge receipt of all addenda in their quote. Addenda may be issued up to 48 hours prior to the Closing Date and Time. After this time, the RFQ will be considered complete and no further Addenda will be issued.

#### 4. Submittal Information

- a) The City may modify the RFQ before the quote due date. You will be updated via email or any updated information. Receipt of all updated information must be acknowledged in submitted quotes.
- b) Contractors responding to this RFQ do so solely at their expense. The City is not responsible for the bidders' expenses associated with responding to this RFQ.
- c) Bidders are directed to the protest procedures as set forth in the City rules.
- d) Each quote must include the information set for in Section 5 – Quote Requirements and address the criteria by which the quote will be evaluated and ranked, as set forth in Section 6 – Quote Evaluation.

#### 5. Quote Requirements

Quote shall include, at a minimum, the following items:

- Each quote shall include the company name. Proposers may use this section to introduce the quote and the key provisions of the submittal.
- The name of the person(s) authorized to represent the response in negotiating and signing any agreement which may result from the quote.
- Name and qualifications of the individual who will serve as the Lead Contractor.
- The names of the professional persons who will assist the Lead Contractor in performing the work and a current resume of each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small government entities.
- Proof of professional liability insurance, plus comprehensive and automobile liability insurance with amounts is required. Proof of coverage by Worker's Compensation Insurance or exemption is also requested.
- The names and current phone numbers of individuals representing two owners, to be used as references. References from public works projects are preferred. Please verify that the references identified had direct contact with your proposed team members. See Schedule 'B' – References.
- Confirmation that the respondent is licensed to work in the province of British Columbia.
- The following statement: "Contractor accepts all terms and conditions contained in the City of Fort St. John's Snow Removal – Municipal Parking Lots Request for Quote and associated acceptance of bid for services. This quote shall be valid for 120 days after the submission deadline."
- Contractor may provide supporting material that it believes will assist the Selection Committee in the decision process. Only relevant information should be submitted, along with Schedule 'C' – Unit Rates.

## 6. Quote Evaluation

The criteria for evaluation of the Quotes may include, but is not limited to:

- Cost for services
- Value added information
- Sustainable value, i.e. environmental, financial/economic, social/ethical
- Response time
- Qualifications
- Experience with Service Contracts similar in scope, in sizes and complexity

And, upon selection of one or more lead proponent(s):

- References may be contacted

The lowest or any Quote will not necessarily be accepted, rather be analyzed to determine best overall value. No prices, scores or totals will be provided to any Proponent.

## 7. Request for Quotes Timeline

The RFQ process will follow the timeline as outlined below:

RFQ Posting	July 10, 2023
Inquiries	August 01, 2023
Quote Deadline	August 11, 2023
Review and Accept Quote	August 25, 2023
Award Contract	August 31, 2023

## 8. Payment Terms

Invoices are to be remitted on a monthly basis no later than the 15 day of the following month. A detailed report is to be attached itemized by lot cleared and the associated list of equipment used per hour to clear that particular location.

## 9. Miscellaneous

The City reserves the right to:

- a. Seek clarifications of each quote;
- b. Negotiate a final contract that is in the best interests of the City and the public if they so choose;
- c. Reject any or all quotes or cancel this RFQ at any time if doing either would be in the public interest, as determined by the City in its sole discretion;
- d. Award the contract to any proposer based on the evaluation criteria set forth in this RFQ;
- e. Waive minor informalities contained in any quote, when, in the City's sole judgement, it is in the City's best interest to do so; and
- f. Request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFQ.

## **SCHEDULE 'A' – SCOPE OF WORK**

The Civic Properties Department is requesting quotes from qualified Contractors for Snow Clearing from Municipal parking lots including all approached. Snow clearing is on an as needed basis and dependent on weather conditions.

Snow must be cleared from Snow Clearing Locations and stockpiled at the designated snow storage areas as soon as reasonably possible after the snow has reached a depth of 10 cm. Snow clearing is required to take place seven days a week and must be completed prior to 7:00 a.m. Priority will be given in the order presented below, however, crews can start simultaneously at different locations.

During periods of heavy snowfall, the Contractor may be required to provide additional snow clearing services. This Work will be paid for at the applicable rates as outlines in Schedule 'B'.

### **Contractor Obligations**

The Contractor shall:

Supply necessary equipment and operators to remove and stockpile snow in the designated snow storage areas at each of the Snow Clearing Locations.

Upon request by the Director, load stockpiled snow and haul and dispose of the snow at the designated snow dump area located at 79 Avenue and 93 Street.

### **Snow Clearing Locations**

The following is a complete list of the current Snow Clearing Locations. The Civic Properties will identify to the Contractor the snow storage areas at Snow Clearing Location.

1. Curling Club, 9504 95 St – Parking lot and lane to the north between the Kids Arena Field House
2. Kids Arena Field House, 9615 96 Ave – parking lot areas
3. North Peace Leisure Pool, 9505 100 St – parking lots south and west side of the building and section of 95 Ave connecting the parking lot to 100 St (includes Festival Plaza parking stalls)
4. North Peace Arena, 9805 96 Ave – parking lot area
5. Pomeroy Sport Center, 9324 96 St – parking lot area, all entrance and exit lanes including the section of 96 Ave connecting the parking lot to 100 St
6. Cultural Centre, 10015 100 Ave – parking lot, all entrance and exit lanes
7. Cultural Centre overflow parking – on the south side of 99 Ave
8. City Hall, 10631 100 St – parking lot area\*
9. Old RCMP, 10648 100 St
10. New RCMP building, 10712 110\*
11. Firehall, 9312 93 Ave\*

\*Priority locations

**SCHEDULE 'B' – References**

**Contractor Information**

Contact: Company

Name:

Address:

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**Description of Similar Work Previously Performed**

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**List of References**

Contact:

Company Name:

Address:

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Contact:

Company Name:

Address:

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**SCHEDULE 'C' – Unit Rates**

The Contractor must provide unit rates in Table 1 for all snow clearing equipment that is used during Snow Clearing with the term of this Contract. Because the Contractor may periodically be required to load stockpiled snow and haul and dispose of the snow at the designated snow dump area on 79 Avenue and 93 Street, the Contractor must also include the hourly rates for the equipment required to do this work as well.

Hourly rates shall be all inclusive and include, but not be limited to, equipment, operator, and all applicable taxes and levies excluding GST.

**Table 1**

List of Equipment (List all equipment and the hourly rate required to plow, load, haul, and subsequently dispose of the snow at the 79 Ave & 93 St Dump Site)	Hourly Rate

**CONTRACTOR** by its authorized signatory





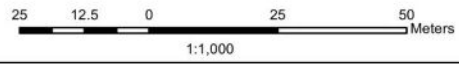
## Municipal Snow Removal RFQ



**Curling Club, 9504 95 Street - Parking lot and the lane to the North  
between the Curling Club and the Kids Arena Field House**

### Legend

- Snow Removal Area
- Parcel Lots



By: dmatsalla  
Date: 04/11/2015



## Municipal Snow Removal RFQ



Kids Arena Field House, 9615 96 Ave - Parking lot area

### Legend

- Snow Removal Area
- Parcel Lots



By: dmatsalla  
Date: 04/11/2015



## Municipal Snow Removal RFQ



North Peace Arena, 9805 100 St - Parking lot area

### Legend

- Snow Removal Area
- Parcel Lots



By: dmatsalla  
Date: 04/11/2015



## Municipal Snow Removal RFQ



North Peace Leisure Pool, 9505 100 St - Parking lots South and West of building and the section of 95 Ave connecting the parking lot to 100 St

### Legend

- Snow Removal Area
- Parcel Lots



By: dmatsalla  
Date: 04/11/2015



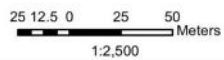
## Municipal Snow Removal RFQ



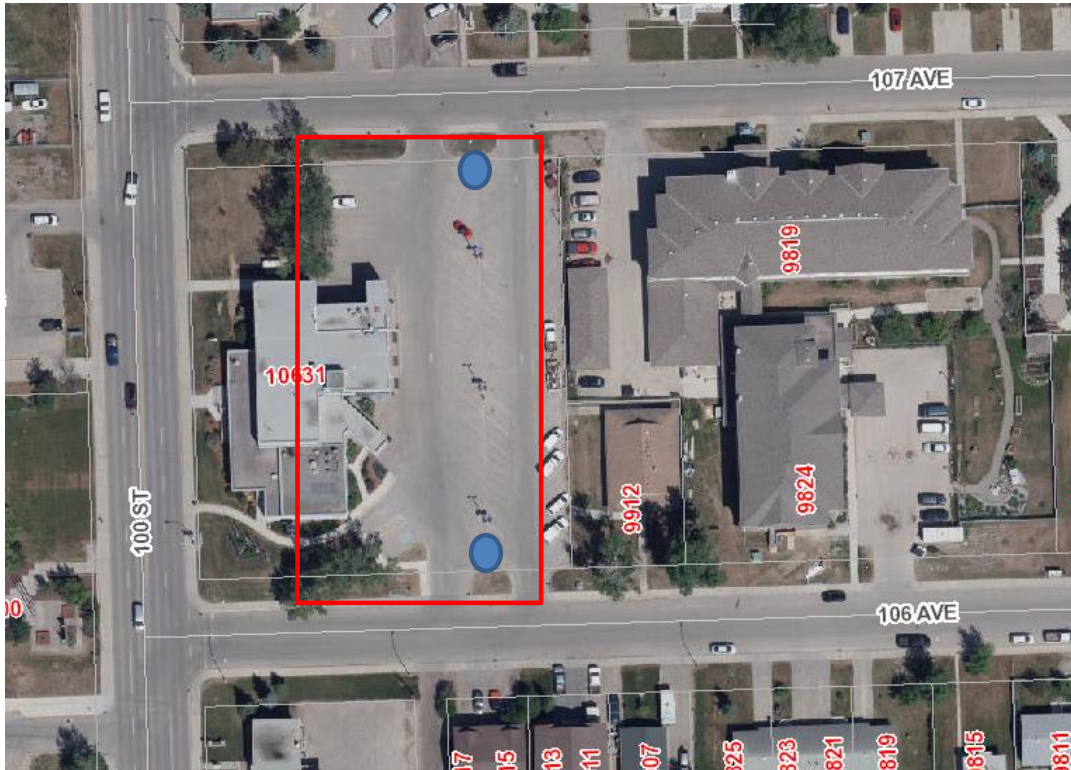
**Pomeroy Sports Centre, 9324 96 St - Parking lot area, all entrance and exit lanes including the section of 94 Ave connecting the parking lot to 100 St**

### Legend

- Snow Removal Area
- Parcel Lots



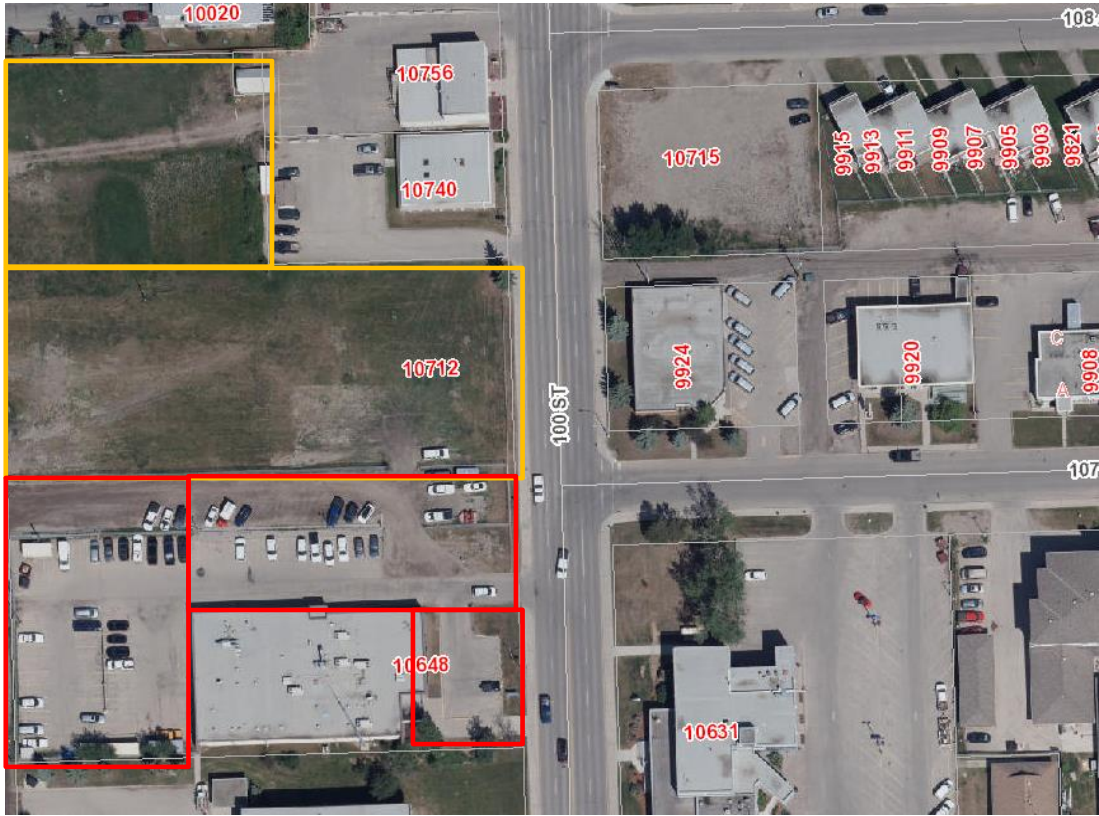
By: dmatsalla  
Date: 04/11/2015



Municipal Snow Removal RFQ

City Hall, 10631 100 St – parking lot area, all entrances and exit lanes

- Snow storage can be piled at the north and south middle parking stalls, not encroaching on more than 4 parking stalls and/or snow storage piles removed within 7 days of piling.



Municipal Snow Removal RFQ

RCMP, 10648 100 Street

