



## **2024 SNOW REMOVAL**

# **REQUEST FOR PROPOSAL**

Issued: October 9, 2024  
Closing: October 23, 2024  
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## **1.0 GENERAL**

### **1.1 Invitation to Submit a Proposal**

Contractors are invited to submit Proposals for snow removal for the Town of Vermilion.

RFP Title: 2024 Snow Removal

RFP Issued: October 9, 2024

RFP Closing Date and Time: October 23, 2024, at 2:00 P.M.

Contractors are advised to pay careful attention to the specifications laid out in this RFP. Failure to satisfy any term or condition in this RFP may result in the Proposal being deemed unacceptable. The Town of Vermilion reserves the right to accept or reject any Proposals and waive irregularities and informalities at its discretion. The Town of Vermilion reserves the right to accept a Proposal other than the lowest price without stating reasons.

This RFP does not commit the Town of Vermilion to award a contract, paying any costs incurred in preparing a proposal or attending meetings with Town staff.

### **1.2 Inquiries, Errors or Omissions**

All inquiries must be directed to the RFP Contact in writing. Inquiries and responses will be recorded and may be distributed to all Contractors at the municipality's discretion.

Contractors should notify the RFP Contact in writing of any ambiguity, divergence, error, omission, oversight or contradiction in this RFP.

Verbal responses to inquiries are not binding on any party.

### **1.3 RFP Amendments**

The Town of Vermilion reserves the right to amend the RFP documents and addenda up to 48 hours before the RFP Closing Date and Time. Any changes to this document will be communicated to all involved Contractors in writing as an addendum.

#### **1.4 Submissions**

Proposals shall be received at the Town of Vermilion Office by **2:00 P.M., Mountain Standard Time on October 23, 2024**. Any proposals received after the closing date and time will be considered disqualified. The proposal must be sealed and enclosed in envelopes or containers marked with the RFP Title, the Contractors name and address and be addressed to:

Town of Vermilion  
5021 - 49 Avenue  
Vermilion, AB T9X 1X1  
Attn: Robert Dauphinee, P.Eng.  
Rdauphinee@Vermilion.ca

Paper submissions must include **two** hard copies of the complete proposal.

Proposals will also be accepted electronically in a PDF or Microsoft Word document.

Contractors are responsible for verifying that their submissions have been received at the correct location.

#### **1.5 Freedom of Information and Protection of Privacy (FOIP)**

The Town of Vermilion must adhere to the provisions set out in the Freedom of Information and Protection of Privacy Act; therefore, the successful Contractor may have to consider the application of FOIP in the development of the RFP and Contract. Departments should contact the FOIP Coordinator to see if any considerations should be made under this section.

The RFP should include any specific procedures to be followed by the Contractor for disposing of any confidential information contained in electronic format in the computer hardware of the Contractor or its employees, subcontractors, or agents.

#### **1.6 Cost to Submit**

The Town of Vermilion will not be liable for any costs incurred by any Contractor in preparing and submitting a proposal, facilitating a presentation to support the proposal, or any other activities related to the creation of their proposal.

#### **1.7 Termination of Negotiations and/or RFP Process**

The Town of Vermilion reserves the right to terminate contract negotiations with any Contractor and to enter into contract negotiations with any other Contractor if, in the opinion of the Town of Vermilion, at any time, the contract negotiations with the initially selected Contractor will not be satisfactorily concluded in the best interests of the Town of Vermilion.

**1.8 Period of Commitment**

Proposals shall be final and binding for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the Evaluation Team requests the Contractor to do so.

**1.9 Cost**

All costs must be quoted in Canadian dollars and exclusive of GST.

**1.10 Irrevocability of Proposals**

Contractors may amend or withdraw their Proposal before this RFP's closing date and time by submitting a clear and detailed written notice to the RFP Contact. All proposals become irrevocable after the closing date and time of this RFP.

**1.11 Proposal Rejection**

The evaluation team may reject any or all Proposals.

**2.0 INFORMATION**

**2.1 Scope of Work**

The Town is seeking to contract snow removal services for parking lots, walkways, and a portion of sidewalk throughout sections of the Town. The contract is for a 3-year term with the option to extend twice at 1-year intervals, for a total potential contract of 5 years.

For snow removal, the direction of when to clear is a combination of "on request" and "after every snowfall." The contractor is to provide adequate clearing with either a snowblower or broom attachment on equipment, in combination with shovelling manually. Areas such as downtown and the medical clinic must be cleared before traffic increases between 7 and 8 a.m. The remaining areas must be cleared within 24 hours of being requested.

The following locations include sidewalks, parking lots, bump outs, stairways and pathways.

**Snow Removal Location**

Location	Sidewalk (m)	Parking Lot (m <sup>2</sup> )
Underpass Hwy 41	730	
Underpass Stairway	80 m of steps	
Overpass Bridge Sidewalk – 47 <sup>th</sup> Ave	9	
Medical Clinic 5706 50 <sup>th</sup> Ave	100	1056
RCMP – 5115 50 <sup>th</sup> Ave	68	880
Downtown Bump Outs		
• Between 5029 & 5013 – 50		91
• In front of 5018-50 Ave		60
• In front of 4924-50 Ave		60
• In front of 4919-50 Ave		60
Pathway West of 5121-51 Ave	50	
Young Drive Pathway – Between Young Drive and Riverside Ave.	64	
Walking Path- West of 4924-51 Ave	56	
West of Lodge – 4616-54 Ave	30	
Senior Center – 5332-50 Ave	193	

\*See attached schedule for map\*

**2.2 Safety**

All snow and ice management services will be carried out safely, prioritizing the general public's well-being. This includes equipping all vehicles with the necessary lighting to ensure visibility during operations.

**2.3 Property Damage**

The Contractor or the Municipality will be responsible for notifying the other party in writing about any property damage resulting from the snow and ice removal process. This notification must occur within 48 hours of either party becoming aware of the damage. The Contractor will be fully financially liable for any damage caused by their negligence. Additionally, the Contractor will repair any damaged property, such as sod or curbs, to the Municipality's satisfaction in a timely manner during the spring following the contract's conclusion.

### 3.0 EVALUATION CRITERIA

The Town of Vermilion reserves the right to accept or reject any and all proposals, including submissions other than the lowest price, without stating reasons. By submitting a response to this RFP, the Contractor waives any rights to contest in any legal proceeding or against the right of the Town of Vermilion to award the work to any Contractor in its sole discretion.

Proposals will be evaluated and ranked according to the outline below. Evaluations will be based on a scale of 0 to 10. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score. The Town reserves the right to reject any proposal with a rating of four (4) or less on any criterion.

<b>Evaluation Category</b>	<b>Weighting</b>	<b>Rating</b>	<b>Score</b>
Contractor Profile	15		
Project Understanding (meets requested requirement)	25		
Experience & References	25		
Cost	35		
<b>TOTAL</b>	<b>100</b>		<b>/1000</b>

<b>Rating</b>	<b>Description</b>
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success.
6	Meets expectations; Proponent has a good understanding of the requirements, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, Proponent understands the requirement, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

#### **4.0 PROPOSAL SUBMISSION GUIDELINES**

Proposals must be organized according to the following structure, using the specified section titles and sequence:

##### **4.1 Proposal Submission Letter**

The proposal must include a letter signed by an authorized representative of the Contractor.

##### **4.2 Project Understanding**

This section should specifically address the proponent's understanding of the Town's needs and provide details of the proponent's methodology to deliver the scope of work including all items listed in Section 2.2. The proposed methodology should also identify any potential options or changes to the approach that could be advantages to the Town.

##### **4.3 Contractor Profile**

The Contractor Profile must contain the following elements:

- **Introduction:** Provide a brief overview of the Contractor, including the project team members and the designated project lead (if applicable).
- **Equipment List:** A detailed list of equipment to be utilized for the required services, including the make, model, and year of each.
- **Contact Information:** Provide the primary contact's name, title, address, email, phone number, and fax number.
- **Proof of Insurance:** Include documentation of insurance coverage.
- **WCB Registration:** Proof of registration with the Workers' Compensation Board.

##### **4.4 Proponent Experience and References**

The proponent must list three (3) recent and relevant projects completed within the last three years. Each reference should include:

- **Contact Person:** Name and title of the contact person
- **Phone Number:** Contact number for follow-up

Preference will be given to contractors with experience in similar work for municipalities with demographics and requirements comparable to those of the Town of Vermilion.



#### **4.5 Costs**

Provide a schedule of hourly fees proposed per piece of equipment and labour the work plan requires. The total should include all fees, costs and disbursements (including travel costs), sub-contractor fees, and any other expenses as required under the Scope of Work. Itemize separately any additional services being recommended to the Town of Vermilion in addition to the project scope.

#### **4.6 Awarding of Contract**

The Town of Vermilion reserves the right to accept or reject, in whole or in part, all proposals received. The lowest or any proposal will only sometimes be accepted, as various criteria are used in the evaluation process.

No act of the Town of Vermilion, other than a notice in writing signed by the Chief Administrative Officer or his designate, shall constitute an acceptance of a proposal.

The Town of Vermilion reserves the right to reject any or all proposals. Without limiting the generality of the foregoing, The Town of Vermilion may reject any proposal which:

- Is incomplete, obscure, irregular, or unrealistic;
- Has non-authorized (not initialed) erasures or corrections in their proposal offer or any schedules thereto;
- Omits or fails to include any or more items in the proposal offer for which the RFP requires a price;
- Fails to complete the information required by the RFP to be furnished with the proposal or fails to complete the information required whether the same purports to be completed or not;
- Fails to be submitted before the deadline.

Further, a proposal may be rejected based on:

- The Contractor's past performance with the Town of Vermilion, if applicable.
- Financial constraints.
- Unreasonable or unacceptable completion schedules; and
- Failure to comply with federal, provincial and municipal legislation.

In the interest of the Town, the Town of Vermilion has the right to waive any informality, insufficiency or irregularity in any proposal responses received and to accept the proposal deemed most favourable to the Town of Vermilion.