REQUEST FOR QUOTATION
Snow Clearing & Removal

Date Issued: Thursday, October 11, 2019
Submission Deadline: Friday, October 26, 2019

Issued By: General Manager, Linden Woods Community Centre

Linden Woods Community Centre is requesting quotations from companies/independent contractors to provide the goods or services described below. Please note that Linden Woods Community Centre is requesting quotes for the purposes of evaluating the scope of work to be undertaken for this project, and a contract may not be awarded from this Request for Quotations. This is a request for quotation only and is not a tender process.

SUBMISSION INFORMATION

In order for a quotation to be considered, Bidders are asked to submit a quotation for providing the snow clearing services detailed below **for the period of November 1, 2018 – March 31, 2019 inclusive**, as well as a listing of all equipment available to the contractor to perform the snow clearing services, via email to the General Manager at lwcc.manager@shaw.ca by the deadline above. It is anticipated that a contract will be awarded for Nov. 1, 2018 therefore late submissions may not be accepted.

Any questions or inquiries regarding this RFQ must be directed to Linden Woods Community Centre General Manager, no later than 4:00 pm Thursday Oct. 25, 2019. All quotations must be submitted **no later than 4:00 pm on Friday, Oct. 26, 2019**.

Linden Woods Community Centre thanks all Bidders for their interest; however, only qualified Bidders meriting further consideration will be contacted.

1. **Requirement:**

Location: Linden Woods Community Centre - 414 Lindenwood Drive

Snow removal service to be provided to the following areas:

Front parking lot	To be cleared with Loader/Bobcat
Front entrance doors	To be cleared with snowblower/hand shoveled
Back entrance doors	To be cleared with snowblower/hand shoveled
Side access driveway to the garage	To be cleared with Loader/Bobcat or snowblower as feasible

Note: No formal site visits will be conducted, Bidders are solely responsible for verifying the area to be cleared at each location, including but not limited to the actual dimensions and any features, boulevards, sidewalks, or curbs that may impact time or complexity to clear the lots**.** The site is fully accessible for viewing at any time.

2. **Scope of Service:**

The Contractor(s) shall provide snow clearing and removal activities as quickly and efficiently as possible. The clearing and removal may be conducted simultaneously or sequentially, however the site must be serviced prior to opening the next business day during any snowfall event. The Contractor(s) must have the appropriate complement of equipment (loaders, graders, trucks, operators, labourers etc.) to service the location. The services shall include snow clearing and removal from the driveways, parking lot areas, and entranceways as well as de-icing and sanding during periods of freezing precipitation (icing).

Basic Service

The Contractor(s) shall be responsible for monitoring and responding to site conditions based on weather forecasts, current weather reports and first hand site observations when snowfall events are forecast or occurring. This includes preparation and mobilization to scrape and remove snow based on a minimum forecast accumulation of 2.5" of snowfall using Environment Canada as an information source.

Periodic Inspections

The Contractor(s) shall conduct period inspections during instances of freezing precipitation, freeze-thaw cycles or blowing snow to check condition of the lots as to the need for de-icing, sanding or snow cleaning.

Under normal conditions only one inspection per precipitation event should be necessary. Depending on the duration of the precipitation, follow-up inspections may be required. Linden Woods Community Centre reserves the right to direct the Contractor(s) to increase or decrease inspections as necessary.

3. **Hours of Service**

Linden Woods Community Centre hours of operation are as follows:

Monday to Friday 8:00 am – 10:00 pm

Saturday & Sunday 7:00 am – 9:00 pm

Parking lot and entranceways must be cleared by **8:00 am** Monday to Friday and **7:00 am** on Saturday & Sunday.

The Contractor(s) may be required to perform the services contemplated in this RFQ on holidays. Linden Woods Community Centre typically observes the following holidays, and any services performed on a holiday shall be charged at the same rates as any other day.

New Year's Day	Victoria Day	Thanksgiving Day
Louis Riel Day	Canada Day	Remembrance Day
Good Friday	August Civic Holiday	Christmas Day
Easter Monday	Labour Day	Boxing Day

Days, hours of operation, and holidays are subject to change. Linden Woods Community Centre will provide the Contractor(s) with 10 working days' notice in the event of any change.

4. **Snow Scraping and Clearing**

The Contractor(s) may utilize equipment with pneumatic rubber tires only, unless authorized by Linden Woods Community Centre. Heavy equipment shall not be used to clear walkways and entrances, these areas shall be cleared with small equipment and or/hand shovelling only.

All areas are to be scraped down to, or as close to the original surface as possible, to the full area of the property and to the full width and length of all driveways, entrances, walkways, etc.

5. **Storage of Snow**

There is sufficient space on site for full removal of snow from the lots and entranceways. Snowpiles are not to be left on the parking lot.

6. **Sanding**

Crushed granite or a treated sand mixture will be applied to the parking lot and entranceways around the building as required.

The application of crushed granite and sand will be made by mechanized equipment in the parking lot, and by hand at the entranceways, in a uniform manner, charged on a per yd^3 or per ton basis.

7. **De-icing (Salting)**

De-icing of all parking lot areas, walkways, entrances and driveways will be provided on an as required basis, or as directed by Linden Woods Community Centre. De-icers will be applied by mechanized equipment in the parking lot and by hand at entranceways for uniform application, charged on a per yd^3 or per ton basis.

The Contractor(s) shall utilize good judgement and best practice when determining the timing, product selection, and application rates of de-icing agents. De-icing products must be approved by Linden Woods CC prior to use.

8. **Snow Drifts**

In the event of significant snow drifting that is not the result of an ongoing or very recent snowfall, Linden Woods Community Centre may request the removal of such drifting accumulations.

The Contractor(s) shall provide the same level of service as a regular snow fall event to clear the accumulation.

9. **Supply of Sand, De-icer & Crushed Granite**

The Contractor(s) should supply sand, de-icer and crushed granite to Linden Woods Community Centre for its use in quantities determined by Linden Woods Community Centre. Linden Woods Community Centre reserves the right to purchase these products elsewhere where alternative products are preferred and/or not available from the contractor.

10. **Lot Markings and Damages to Linden Woods Community Centre Property**

The contractor will be required to provide and maintain any lot markings to flag the perimeter of the lot as well as curbing, plant beds, fire hydrants, and any features which could become obscured due to snowfall and cause damage to the facility or features.

Prior to the snowfall season, the Contractor(s) shall meet with Linden Woods Community Centre facility management group to review and inspect the site for any existing damage to the parking lots, curbs, roadways, side-walks etc. Any damaged areas will be identified and recorded on a site plan.

Should the Contractor(s) cause damage to Linden Woods Community Centre property, they shall contact the Linden Woods Community Centre facility management group as soon as possible to report the incident, and shall provide a full written description of the damage within five business days thereafter.

Also, at the end of the snowfall season the Contractor(s) will meet with Linden Woods Community Centre to carry out an inspection and identify any damage to the parking lots, curbs, roadways, sidewalks etc. that occurred as a result of snow clearing operations. In any instance where damage has been deemed to be caused by the Contractor(s), they will be responsible for the cost of repairing any such damages. Linden Woods Community Centre, in its' sole discretion will determine the timing and method of repair. Linden Woods Community Centre may authorize The Contractor(s) to conduct repairs however any work may not commence without the express written permission of Linden Woods Community Centre.

11. **Equipment**

Appropriate equipment will be used to clear the parking lot, entranceways, and driveways. Equipment will be used by qualified operators only in a safe manner at all times.

Please provide as part of your submission a listing of the equipment you will be using to provide snowclearing services at Linden Woods Community Centre.

12. **Insurance & WCB Coverage**

As an independent contractor you will be required to have in place sufficient Commercial General Liability Insurance as stipulated by Linden Woods Community Centre and the City of Winnipeg.

You will be required to have and maintain good standing with the Workers Compensation Board for any labor/employees working on site at Linden Woods Community Centre for the full duration of the contract period.

By submitting a quotation for this RFQ:

- I acknowledge that I have read and understood, and will comply with all the requirements, terms, and conditions as set out in this document for the price quoted in my submission if I am the successful bidder.
- I agree to provide Linden Woods Community Centre a letter or notice of good standing from the Workers Compensation Board.
- I agree to provide a copy of my Certificate of Insurance for General Liability to Linden Woods Community Centre upon request, and prior to being awarded a contract if applicable.

NAME OF COMPANY AND CONTACT INFORMATION

Company Name	_____	Telephone #	_____
Address	_____	Fax #	_____
	_____	Email Address	_____
	_____		

_____	_____	_____
Signature of authorized person	Name (please print)	Date