

REQUEST FOR QUOTATIONS

CONTRACTOR SNOW AND ICE CONTROL

CITY OF TRAIL ("CITY")

SUMMARY OF KEY INFORMATION

Request Number:	2026-3470-5300
Issued:	August 21, 2026
Enquiries/Questions Deadline:	August 28, 2026
Anticipated Latest Issue of Addendum Date:	September 2, 2026
Closing Time and Date:	14:00:00 hours Pacific Time; September 9, 2026 Provide on electronic copy in .PDF format via email, refer to section 3.1, or two printed copies in a sealed opaque envelope with request number and title noted on envelope exterior to:
Closing Location:	City of Trail Public Works 3370 Highway Drive TRAIL, BC V1R 2T7
Contact Person:	Josh Conci, Grounds & Roads Manager jconci@trail.ca
Anticipated Contract Award Date:	October 2, 2026

Submissions will be opened in private, shortly after closing

Interested parties should complete and return the confirmation of intention form on receipt of this document



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1.0 OVERVIEW OF THIS REQUEST

1.1 Purpose of This Request

The purpose of this Request for Quotations is to invite qualified contractors to submit pricing for the provision of the services described in Appendix B – Scope of Work, using the quotation form provided in Section 7.0. The initial term of the Contract will be three (3) years, with the option, at the City's sole discretion, to extend the Contract for up to two (2) additional one-year terms. Pricing submitted by the Successful Respondent will remain in effect for the initial three-year term. Prior to exercising any extension option, the City may review pricing and consider a reasonable adjustment based on market conditions and the Contractor's performance in accordance with Section 7.6. The City is under no obligation to exercise any extension option.

1.2 Scope

The City of Trail requires winter maintenance services for various municipally owned properties throughout the City. The work includes 24/7 snow monitoring, snow plowing, sanding, and the application of ice-melting products as required throughout the winter season.

2.0 DEFINITIONS

Throughout this Request for Quotations, the following definitions apply:

“Addenda” means all additional information, amendments, clarifications or revisions issued by the City regarding this RFQ;

“City” means the City of Trail, British Columbia, including the Department issuing this RFQ;

“City Electronic Mail System” means the electronic mail system of the City of Trail;

“City Representative” means the individual identified by the City as the contact person for this RFQ. Following award of the Contract, the City Representative will be the Grounds & Roads Superintendent or their designate;

“Closing Time” means the closing date and time for this RFQ as identified in the Key Information Summary;

“Contract” means the written agreement resulting from this RFQ and executed by the City and the Successful Respondent;

“Contractor” means the Successful Respondent that enters into a Contract with the City to perform the Work described in this RFQ;

“Coordinator” means the person appointed by the City from time to time to act as liaison between the City and the Contractor;

“Department” means the department of the City issuing this RFQ;

“Mandatory”, “Must” or “Shall” means a requirement that must be satisfied for a Quotation to receive consideration;

“Preferred Respondent” means the Respondent identified by the City as the preferred Respondent following evaluation of the Quotations in accordance with the process set out in this RFQ;

“Quotation” means the written response submitted by a Respondent in response to this RFQ;

“Request for Quotations” or “RFQ” means this solicitation document, including all attached or referenced appendices, schedules and exhibits, as amended from time to time by Addenda issued by the City;

“Respondent” means a person, company or other legal entity having the legal capacity to contract that submits a Quotation in response to this RFQ;

“Submission” means all documents and information submitted by a Respondent in response to this RFQ, including its Quotation;

“Should”, “Could”, “May” or “Desirable” means a requirement or consideration that is not mandatory but may be relevant to the City’s evaluation of a Quotation;

“Successful Respondent” means the Respondent selected by the City to enter into the Contract;

“Supplier” or “Contractor” means the person or company selected to provide the services under the Contract and includes any approved subcontractors engaged by that person or company;

“Sustainability” means consideration of the environmental, economic and social impacts associated with the services, including delivery methods, resource use and waste diversion, where applicable;

“WorkSafeBC” means the Workers’ Compensation Board of British Columbia, operating as WorkSafeBC.

3.0 INSTRUCTIONS TO RESPONDENTS

3.1 Submission of Quotations

Submissions must be submitted before Closing Time to the Closing Location as stated in the summary of key information using one of the submission methods set out in this section of this RFQ. Submissions must not be sent by fax. The Respondent is solely responsible for ensuring that, regardless of submission method selected, the City receives a complete Submission, including all attachments or enclosures, before the Closing Time.

When both an electronic and printed copy submission is requested, the printed copy shall take precedence.

A Submission should be signed by a person authorized to sign on behalf of the Respondent with the intent to bind the Respondent to the RFQ and to the statements and representations in the Respondent's Submission. A scanned copy of the signed response form of this RFQ is acceptable as is a cover letter identifying the Respondent, identifying the RFQ and including a signature of an authorized representative of the Respondent that confirms the Respondent's intent to be bound.

3.2 Alternative Solutions

If more than one approach to deliver the services described in the RFQ is offered, Respondents must submit the alternative approach in a separate Submission.

3.3 Brand Names or Equivalent

Unless otherwise stated, if, and wherever, the Specifications state a brand name, a make, the name of manufacturer, a trade name or a vendor catalogue number, it is not intended to rule out the use of other equivalent materials or equipment.

If, however, Products other than that brand or manufacturer specified is quoted in any RFQ, the Submission must explicitly include the name of such Products, its manufacturer, and trade name and any applicable vendor catalogue number, and the City may require that the Respondent provide proof of equivalency. Evidence of quality in the form of samples may be requested.

3.4 Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFQ requires Respondents to provide the City with personal information of employees who have been included as resources in response to the RFQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the City. Such written consents should specify that the personal information may be forwarded to the City for the purposes of responding to the RFQ and used by the City for the purposes set out in the RFQ. The City may, at any time, request the original consents or copies of the original consents

from Respondents, and upon such request being made; Respondents will immediately supply such originals or copies to the City.

3.5 Signatures

If an individual is making the response, they shall print or type their name and address on the response form and sign the same in the spaces provided. Their signature shall be witnessed, and the witness shall give their address.

If a partnership is making the response, the name and address of the partnership shall be printed or typed on the response form and the names of all members of the partnership shall be printed or typed in the spaces provided. The response shall be signed by one or more of the partners in the following manner: for example, "Smith and Jones by John Jones a partner". The signature or signatures shall be witnessed, and the witness or witnesses shall give their address or addresses.

If a company is making the response, the name of the company and its place of business shall be printed or typed on the response form and the form shall be signed by the person or persons authorized to sign the response on behalf of the company, indicating the capacity in which they sign: for example, "John Doe Company Ltd. by John Smith, Secretary" or as the case may be.

Responses signed by an agent must be accompanied by evidence of their authority.

3.6 Debriefing

At the conclusion of the RFQ process, both the successful, and unsuccessful proponents will be notified by letter following Council approval of the Contract.

4.0 GENERAL TERMS AND CONDITIONS

4.1 Acceptance

Submitting a Submission indicates acceptance of all the terms and conditions set out in the RFQ, including those that follow and that are included in all appendices and any Addenda.

4.2 Mandatory Conditions

A completed and signed form substantially similar in form and content to that in Appendix A is included with the response; and

The response is in the English Language.

4.3 Late Submissions

Submissions will be marked with their receipt time at the Closing Location. Only complete Submissions received and marked before the Closing Time will be considered to have been received on time. Submissions received late will be marked late and not considered or evaluated. In case of a dispute, the Submission receipt time as recorded by the City at the Closing Location will prevail whether accurate or not.

4.4 Submission Validity

Submissions will be open for acceptance for at least 90 days after the Closing Time.

Prices will be firm for the entire Contract period unless the RFQ specifically states otherwise.

4.5 Completeness of Submission

By submitting a Submission, the Respondent warrants that, if the RFQ is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the Submission or will be provided by the Contractor at no additional charge.

4.6 Delivery of Notices to Respondents

Any notices required concerning this Submission shall be in writing and delivered by e-mail to the e-mail address provided by the respondent. Notices shall be considered delivered when transmitted.

4.7 Changes to Submissions

By submitting a clear and detailed written notice, the Respondent may amend or withdraw its Submission before the Closing Time. Unless the RFQ otherwise provides, Respondents should use a consistent submission method for submitting Submissions and any amendments or withdrawals. Upon Closing Time, all Submissions become irrevocable. The Respondent will not change any part of its Submission after the Closing Time unless requested by the City for purposes of clarification.

Any such requested changes should be submitted by the Respondent within 48 hours of City's issue of that request.

4.8 Conflict of Interest/No Lobbying

A Respondent may be disqualified if the Respondent's current or past corporate or other interests, or those of a subcontractor, may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFQ. This includes, but is not limited to, involvement by a Respondent in the preparation of the RFQ or a relationship with any employee, contractor or the Grounds & Roads Superintendent of the City involved in preparation of the RFQ, participating on the evaluation committee or in the administration of the Contract. If a Respondent is in doubt as to whether there might be a conflict of interest, the Respondent should consult with the City Contact prior to submitting a Submission. By submitting a Submission, the Respondent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFQ.

A Respondent must not attempt to influence the outcome of the RFQ process by engaging in lobbying activities. Any attempt by the Respondent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the City, including members of the evaluation committee and any elected officials of the City, or with the media, may result in disqualification of the Respondent.

4.9 Subcontractors

Unless the RFQ states otherwise, the City will accept Submissions where more than one organization or individual is proposed to deliver the services described in the RFQ, so long as the Submission identifies the lead entity that will be the Respondent and that will have sole responsibility to deliver the services under the Contract. The City will enter into a Contract with the Respondent only. The evaluation of the Respondent will include evaluation of the resources and experience of proposed sub-contractors, if applicable.

All subcontractors, including affiliates of the Respondent, should be clearly identified in the Submission.

A Respondent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFQ. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFQ or a relationship with any employee, contractor or representative of the City involved in preparation of the RFQ, participating on the evaluation committee or in the administration of the Contract. If a Respondent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Respondent should consult with the City Contact prior to submitting a Submission. By submitting a Submission, the Respondent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFQ.

Where applicable, the names of approved subcontractors listed in the Submission will be included in the Contract. No additional subcontractors will be added, nor other changes made to this list in the Contract without the written consent of the City.

4.10 Respondents' Expenses

Respondents are solely responsible for their own expenses in participating in the RFQ process, including costs in preparing a Submission and for subsequent finalizations with the City, if any. The City will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Submission, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

4.11 Limitation of Damages

By submitting a Submission, the Respondent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Respondent in preparing its Submission and the Respondent, by submitting a Submission, waives any claim for loss of profits if no Contract is made with the Respondent.

4.12 Liability for Errors

While the City has used considerable efforts to ensure information in the RFQ is accurate, the information contained in the RFQ is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in the RFQ is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFQ.

4.13 No Commitment to Award

The RFQ should not be construed as an agreement to purchase goods or services. The lowest priced or any Submission will not necessarily be accepted. The RFQ does not commit the City in any way to award a Contract.

4.14 No Implied Approvals

Neither acceptance of a Submission nor execution of a Contract will constitute approval of any activity or development contemplated in any Submission that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

4.15 Legal Entities

The City reserves the right in its sole discretion to:

- disqualify a Submission if the City is not satisfied that the Respondent is clearly identified;

- prior to entering into a Contract with a Respondent, request that the Respondent provide confirmation of the Respondent's legal status (or in the case of a sole proprietorship, the Respondent's legal name and identification) and certification in a form satisfactory to the City that the Respondent has the power and capacity to enter into the Contract;
- not to enter into a Contract with a Respondent if the Respondent cannot satisfy the City that it is the same legal entity that submitted the Respondent's Submission; and
- require security screenings and / or criminal record checks for a Respondent who is natural person, subcontractors and key personnel before entering into a Contract and decline to enter into a Contract with a Respondent or to approve subcontractor or key personnel that fail to pass the security screenings and / or criminal record checks to the City's satisfaction.

4.16 Reservation of Rights

In addition to any other reservation of rights set out in the RFQ, the City reserves the right, in its sole discretion:

- to modify the terms of the RFQ at any time prior to the Closing Time, including the right to cancel the RFQ at any time prior to entering into a Contract with a Respondent;
- in accordance with the terms of the RFQ, to accept the Submission or Submissions that it deems most advantageous to itself;
- to waive any non-material irregularity, defect or deficiency in a Submission;
- to request clarifications from a Respondent with respect to its Submission, including clarifications as to provisions in its Submission that are conditional or that may be inconsistent with the terms and conditions of the RFQ, without any obligation to make such a request to all Respondents, and consider such clarifications in evaluating the Submission;
- to reject any Submission due to unsatisfactory references or unsatisfactory past performance under contracts with the City, or any material error, omission or misrepresentation in the Submission;
- at any time, to reject any or all Submissions; and
- At any time, to terminate the competition without award and obtain the goods and services described in the RFQ by other means or do nothing.

4.17 Ownership of Submissions

All Submissions and other records submitted to the City in relation to the RFQ become the property of the City and, subject to the provisions of the Freedom of Information and Protection of Privacy Act and the RFQ, will be held in confidence. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

4.18 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed only to the extent necessary for the Respondent to prepare and submit a Submission.

4.19 Confidentiality Agreement

The Respondent acknowledges that prior to the Closing Time it may be required to enter into a confidentiality agreement with the City in order to obtain access to confidential materials relevant to preparing a Submission.

4.20 Contract

By submitting a Submission, the Respondent agrees that should its Submission be successful the Respondent will enter into a Contract with the City. Terms and conditions to be finalized to the satisfaction of the City, if applicable.

Written notice to a Respondent that it has been identified as the successful Respondent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Respondent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

4.21 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the City within thirty days of notification of the successful Respondent, the City may, at its sole discretion at any time thereafter, terminate discussions with that Respondent and either commence finalization of a Contract with the next qualified Respondent or choose to terminate the RFQ process and not enter into a Contract with any of the Respondents.

4.22 Trade Agreements

This RFQ is covered by trade agreements applicable to City and other jurisdictions, including the following:

- Canadian Free Trade Agreement;
- New West Partnership Trade Agreement;

For more information, Respondents may contact the City Contact.

5.0 RESPONSE EVALUATION

This section outlines the process and criteria for evaluation of responses to this request to select a preferred Respondent or Respondents if this request allows for the possibility of contracting with multiple suppliers.

Please note that past performance with City of Trail or others will affect this and any future evaluations of the Respondent's Submission(s).

Submissions that have met the initial Mandatory Conditions for submitting a Submission, as outlined in part 4.1 of the General RFQ Terms & Conditions, shall be evaluated based on the criteria outlined below:

5.1 Evaluation

Submissions will be assessed in accordance with the Evaluation Process outlined below. The City will be under no obligation to receive further information, whether written or oral, from any Respondent. The City is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a Submission.

Submissions from not-for-profit agencies will be evaluated against the same criteria as those received from any other Respondents.

The City may consider and evaluate any Submissions from other jurisdictions on the same basis that the City purchasing authorities in those jurisdictions would treat a similar Submission from a British Columbia supplier.

5.2 Evaluation Team

The evaluation team may consist of City employees, contractors to the City and others as may be appointed to the evaluation team by the City. All persons on the evaluation committee shall be bound by the same standard of confidentiality.

5.3 Evaluation Process

Evaluation of responses will be made in the same and subsequent order as stated in the subsections to this section.

5.4 Mandatory Criteria

Submissions will first be evaluated against the mandatory requirements. Any Submission that does not meet these requirements will be rejected and excluded from further consideration. Each Submission must include a fully completed Appendix A – Signature and Response Form, including pricing, optional works, previous contracts, equipment, and materials.

Submissions meeting the mandatory requirements will then be evaluated based on two criteria: pricing, and the Respondent's relevant experience and qualifications. Experience and qualifications will include consideration of previous contracts, available equipment and materials, and the

Respondent's demonstrated ability to successfully perform the required winter maintenance services.

Item	Criteria	Maximum Points
1	Background, Experience and Qualifications	20
5	Price	80
	Total Possible	100

5.5 Price and/or Total Contract Value

Submissions meeting the mandatory requirements will be evaluated based on pricing and the Respondent's relevant experience and qualifications. Pricing will be evaluated based on the total cost for all required service locations identified in Section 6 and the associated mapping package. The locations are considered one complete service package and will not be awarded individually. Optional Works will not be included in the evaluated total price. The Respondent achieving the highest overall evaluation score may be selected as the Preferred Respondent. The City may request clarification or verification of any information contained within a Submission.

5.6 Reference Checks

The references and/or recent clients of the Preferred Respondent may be contacted to validate any part of a Response. The City reserves the right to conduct such independent reference checks or verifications including criminal record checks as are deemed necessary by it to clarify, test, or verify the information contained in the Submission and confirm suitability of the Respondent. By submitting a Submission, the Respondent agrees that they consent to the conduct of all or any of those investigations by the City.

The City will not enter into a Contract with any Respondent whose criminal record check, references and / or prior performance, in the City's sole and reasonable opinion, are found to be unsatisfactory.

5.7 Negotiations

The City reserves the right, at its sole discretion, to negotiate with the Preferred Respondent. In no event will the City be required to offer any modified terms to any other Respondent prior to entering into an agreement with the Preferred Respondent and the City shall not incur any liability to any Respondent as a result of such negotiation or modifications.

It is the intent of the City to ensure it has the flexibility it needs to arrive at a mutually acceptable Contract. It is not the intent of the City to allow for new or significantly altered Responses in any negotiations with the Preferred Respondent.

Negotiations may include:

- Minor changes to the requirements and responsibilities;

- Contract payment details
- Selected contract terms contained in the pro-forma contract as identified by the Respondent for negotiation.

If a Contract cannot be negotiated with the Preferred Respondent, the City will follow the process outlined in Part 7 immediately below.

5.8 Negotiation Delay

If a written Contract cannot be negotiated within thirty (30) days of notification of the Preferred Respondent, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Respondent and either negotiate a Contract with the next best qualified Respondent and so on or choose to terminate the Invitation to Submission process and not enter into a Contract with any of the Respondents. Such cancellation does not preclude the City from entering into a contract with a Respondent in respect of any aspect of the work contemplated by this Request.

5.9 Notification

All Respondents may be notified of the outcome of the appraisal and award process.

5.10 Award

The successful proponent, if selected, will be notified by letter. Upon award, the contractor must deliver the following documents within ten working days: Proof of general liability insurance in the amount of \$3,000,000.00, a current WorksafeBC Clearance Letter and a valid City of Trail business license.

6.0 APPENDIX A: SIGNATURE AND RESPONSE FORM

Complete this section and enclose it with your response.

RFQ Project Title: Contractor Snow and Ice Control

RFQ Reference No: #2026-3470-5300

Legal Name of
Respondent:

Contact Person and Title:

Business Address:

Telephone:

E-Mail:

I/We, the undersigned duly authorized representative of the contractor, having received and carefully reviewed all of the Submission documents, including the RFQ and any issued addendums, and having full knowledge of the Site(s), and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, we have allowed for these conditions and submit this Submission in response to the RFQ.

The undersigned further agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted and within the terms and conditions as identified in Invitation to Submission #2026-3470-5300. This Submission is valid and enforceable for at least Ninety (90) days following the closing date.

This Respondent further warrants that this Submission is made without collusion with any other party except those expressly disclosed in this Submission and that the Respondent has no conflict of interest.

The undersigned warrants that they have the authority to bind the company to this contract.

I/We confirm that this Submission is accurate and true to best of my/our knowledge.

I/We confirm that, if I/we am/are awarded the Agreement, I/we will at all times be the “prime consultant/contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another consultant/contractor at the place(s) of the Services has been designated as the “prime consultant/contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.

This Submission is submitted _____ day of _____, 2026
this _____

I/We have the authority to bind the Respondent.

(Name of Respondent)

(Name of Respondent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

6.1 Addenda Acknowledgment

Addenda No.	Date Issued

6.2 Prices

Prices shall be given in Canadian Dollars with applicable taxes itemized and shown separately. The following list provides pricing on a single rate for clearing at each location once.

Location	Rate/Clearing	Rate/Ice Melt Application	Rate/Site Checks
RCMP Station			
City Hall			
Esplanade Parking Lot			
FortisBC Parking Lot			
Riverside Avenue Parking Lot			
Dewdney Lane (3 locations)			
Groutage			
Victoria Ave Lane			
Tadanac Water Reservoir			
Pedestrian Bridge & Plazas (both ends)			
Telus Lot on Spokane Street			
Spokane Parking Lot			
Helena Parking Lot			

Optional Items	Rate/Clearing
Downtown Snow Clearing	
Trail Regional Airport Parking Lot	
Liquid Pretreatment – Material used listed in 6.5	

6.3 Recent Previous Contracts

Complete the following table and enclose with your response. References for work similar to that specified herein are preferred. The Respondent authorizes the City to make such enquiries of references that it deems appropriate.

Client/Owner	Contact Name and Contact Information	Description of the Work	Approx. Value	Completion Date

6.4 Equipment

Complete the following table and enclose with your response.

Equipment	Make/Model	Year

6.5 Materials

Complete the following table and enclose in your response, in order to show the available materials which will be used during the contract. If applicable, please include the material used for any liquid pretreatment as per the optional item, this will need to be approved prior to use.

Material	Location	Use of Material

7.0 APPENDIX B: SCOPE OF WORK, DETAILS OF THE SUPPLY

7.1 Description

The City of Trail invites qualified and experienced snow and ice control service providers for the provision of snow and ice control services at the following locations:

- RCMP Station - 3601 Laburnum Drive
- City Hall - 1394 Pine Avenue
- Esplanade Parking Lot – 1080 Esplanade Avenue
- FortisBC Parking Lot – 1290 Esplanade Avenue
- Riverside Avenue Parking Lot – 2053 Riverside Avenue
- Dewdney Lane – 1100, 1200 & 1500 Blocks
- Groutage Lane – 1700 Block
- Victoria Ave Lane – 700 Block
- Tadanac Water Reservoir – Stoney Creek Road
- Pedestrian Bridge – Plazas located at McQuarrie Street & Columbia Avenue as well as Groutage Lane
- Telus Parking Lot – Adjacent to 840 Spokane Street
- Spokane Parking Lot – 900 Spokane Street
- Helena Parking Lot – 901 Helena Street

Snow and ice control services will include all parking lot and pedestrian hard surface areas associated with the given location and as defined in the provided map package, unless otherwise directed by the City representative.

The Contractor will be available on an as required basis for 24 hours per day, 7 days a week. The Contractor must give the City first priority in response to demands for service.

7.2 Location Standards

The Contractor shall ensure all necessary precautions to protect adjacent or proximate sites, utilities, and services against damage during the performance of the work. At the end of each winter season, the Contractor and City representative shall review the sites with the pre-season inspection and assess if any damage has occurred. The Contractor will be fully responsible for repair and remedy, at no expense to the City or property owner, any damage or disruption caused by the Contractor. Damage could include; without limitation, damage to buildings, walls and windows, asphalt and concrete surfaces and edges, concrete or asphalt curbing, handrails, drainage systems, and sign posts. Further to this, damage could also include; landscaping, which includes trees, shrubs, plantings, grasses and irrigation systems. Failure to notify the City representative of any damages, accidents or safety hazards may result in the cancellation of the award. The Contractor will repair such damage to the satisfaction to the City, however, the City reserves the right to perform, such repairs on the Contractor's behalf and the Contractor will pay, upon demand to the City by way of invoice.

The following are the basic components of the services. The services shall consist of, but not necessarily be limited to, performing the following tasks where specified:

- Parking Lot Clearing – the first area to be cleared at each location.
- Snow should be piled in locations at the perimeter of the lot, and not on top of a parking lot drain.
- Parking Lot Sanding – following the clearing of the snow the lot needs to be Sand/Salted. This is best to be done by the person that has done the clearing, although it may require a different vehicle.
- Sidewalk Clearing – this can be done with a shovel or a snow blower (if available). If it is snowing hard the main routes may have to be done on a continuous basis.
- Sidewalk Sanding – after clearing the sidewalk deicer should be applied. Stairs and slopes should be covered thoroughly.
- Columbia River Skywalk (Pedestrian Bridge) – This structure and the adjacent plazas will need to be cleared after any snow event or as required by the City representative. There can be no use of a blade or any equipment that can cause damage to the Fiberglass Reinforced Panels. The Contractor will remove the top layer of snow and the use of an environmentally friendly deicer, with approval from the City, can be used to clear the remaining snow and ice. In addition to the bridge deck, the wind fairings on either side of the deck will need to be clear of accumulation.

7.3 Scope of Services

The Contractor will provide everything needed to perform all of the requirements of this Contract including without limitation any and all skilled labour, tools, materials, equipment, transportation and services required to faithfully perform and provide the services at the sites as required for and to the satisfaction of the City under the direction and supervision of the City representative.

7.4 Snow Removal Services

The Contractor will be activated when snow accumulation exceeds 2 inches within any service area, when slush or other winter conditions may freeze and create a hazard, or at the discretion of the City Representative. Once activated, the Contractor shall attend the site and begin clearing the paved areas in accordance with the mapping package provided.

Snow shall not be piled over drainage infrastructure, including catch basins. Wherever possible, snow piles should be placed on grassed areas to allow for drainage and dissipation during melting. Where snow must be piled on a hard surface, it shall be placed at or near the lowest elevation point, where practical, to minimize runoff and ice buildup. If snow pile locations are not clearly identified in the mapping package, the Contractor shall contact the City Representative for direction prior to placement.

The Contractor will be responsible for servicing parking lots and, where identified in the mapping package, sidewalks, pathways, stairs, and other designated areas.

7.5 Ice Control Services

The Contractor will apply ice melting products to all areas. The Contractor shall use only pre-approved products appropriate for the specific hard surface within the designated service areas.

Ice and or slippery conditions can occur anytime the temperature reaches freezing. Pedestrian hard surface areas will be maintained ice-free during the times when City staff and the public require access to a given facility. Preventative measures should be put in place when this happens. This includes a site inspection to identify hazardous areas followed by application of ice melt, salt etc. Areas to concentrate on are main entrance, walkways, high traffic areas, wet or sloped areas and areas that are known to be slippery.

The Contractor will apply ice-melting products when snow clearing is not required but surface conditions warrant treatment.

7.6 Timing of Services

Snow clearing at all service locations is to be completed by 7:00 a.m., seven (7) days per week, where snowfall has ended by 3:00 a.m. Where snowfall begins or continues after 3:00 a.m., or where significant snowfall accumulation or severe weather conditions make completion by 7:00 a.m. unlikely, the Contractor shall notify the City Representative of the anticipated delay and contact them for direction on service priorities.

7.7 Contractor Performance Standards

The following performance standards identify the minimum requirements the Contractor shall provide and complete:

- All the Contractor's personnel engaged in the services shall be informed of their specific duties and shall be properly trained and knowledgeable of the required services.
- The entire Contractor's operators shall become familiar with sidewalks and designated walkways.
- The Contractor shall report all vehicle accident or property damage to the City within 24 hours of the damage occurring.
- All vehicles and equipment are to be operated in a safe manner, and to be respectful and aware at all times of the users of the sidewalks.
- Any interactions with the public will be respectful.
- The Contractor shall perform work in a manner that does not provide any unsafe or dangerous situation to visitors, pedestrians and adjacent properties, etc.

7.8 Pre-Season Preparations

The Contractor shall meet with the City representative, at the City's call, to review the various push paths and accumulation areas to consider the safety concerns with respect to equipment travel paths and visible traffic related sight lines. Any areas of newly placed concrete should also be discussed.

Prior to November 1, the Contractor will provide a list of contact numbers and an escalation process in the event of a storm or a response is lacking. During this time, the Contractor and City representative will review all area locations to inspect the site for any damage prior to the winter season. A contingency plan shall also be provided if equipment breakdowns occur or unusual conditions occur.

The Contractor is to meet with the City annually in the fall to review the snow and ice control services responsibilities, service equipment and ensure that all required items are in inventory.

7.9 Materials

The Contractor shall furnish and pay for an adequate inventory of all snow and ice treatment materials (i.e. sand/salt mix, or other) to be used in the maintenance of City assigned areas. Alternatively, the Contractor can use City material at a cost determined by the City which will take in to account the cost of material and use of City forces for loading. This will be tracked and invoiced to the Contractor at the end of the season.

7.10 Labour

It shall be the Contractor's responsibility to ensure that the snow and ice control crews are on-site for a storm. The Contractors shall be in communication with the City representative prior to the start of any forecasted storm, particularly when ice is probable.

When possible, the Contractor shall plow and remove snow prior to supplying snow and ice treatment materials not counting any pretreatment.

7.11 Equipment and Vehicles

- The Contractor's vehicles and equipment used in the performance of the services shall be properly equipped to deliver the services. All of the Contractor's vehicles and equipment shall be equipped with approved back-up alarms, multiple lite revolving / strobe lights, or other necessary warning systems, which shall be maintained and in proper operating condition at all times. In the event of a breakdown, the Contractor shall arrange for reserve equipment, with always the intent to maintain the schedule frequency.
- In carrying out the service, or any portion thereof, the convenience of the public must always be considered and provided for by the Contractor, who must not obstruct any street, thoroughfare or sidewalk longer than necessary. All pedestrian walkways must be maintained in a safe condition at all times. Any discontinuities likely to prove hazardous to the public and / or pedestrians must be removed, barricaded or clearly and safely marked.

7.12 No Guarantee of Work

The services will be ordered by the City solely on an "as and when required" basis. The aggregate value of services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Contractor in the event that the services are not ordered. The parties agree that the City may not place any orders for services with the Contractor for the duration of the term of the Agreement.

7.13 Quality Assurance

A quality control plan should be submitted by the Contractor at a minimum, this should include a checklist of all areas to be done with an itemized list of entrance, doorways, sidewalk areas, etc.

At the end of each event the Contractor's on-site supervisor shall submit a copy of the quality control sheet verifying that the work is completed. The City representative will confirm that the work was completed. The Contractor shall maintain full and verifiable records including invoices and other information pertinent to the work (e.g. arrival and departure times, areas treated and weather conditions).

Any breach of this contract may result in the Contractor subject to corrective action based of the following processes:

- First Incident: Formal written warning outlining the breach.
- Second Incident: Meeting with the Grounds & Roads Superintendent, or designate.
- Third Incident: Possible termination from contract as per Section 4 of Appendix C: Contract.

7.14 Performance Review – End of term

Prior to the conclusion of the contract term, as the City representative directs, a performance review will be completed as part of the extension negotiations. The Contractors performance will be assessed by the following criteria:

- General responsiveness of the Contractor to weather events as well as requested service.
- General Conformity of the work done, materials and services rendered.
- Timely performance.
- Conformity to the expectations of the City under the terms of the contract.

Each of these criteria will be ranked by the following standards:

- Satisfactory
- Unsatisfactory

7.15 Optional Items – By Request of the City Representative

Downtown Snow Clearing – At the City representative's request, the contractor may be asked to complete a Downtown Snow Removal. The work entails the removal of all snow within the curb lines in the downtown core. The accumulated snow can be disposed of over the river wall, located at a gated access point on the Esplanade. The contractor is to complete this work between 9:00 p.m. and 6:00 a.m. the following morning. The contractor will be required to provide traffic control for this work. On average, this is completed three to five (3 to 5) times in a year.

Trail Regional Airport Parking Lot – The airport is located at 9019 Highway 22A, and similar to other municipal parking lots within this contract requires clearing of both the parking lot and adjacent sidewalks. Standards that are defined within 7.2.8 will be in effect for this location.

Parking Lot Pretreatment – At the request of the City representative, the contractor shall pretreat any designated areas before a storm. The City representative must approve the material used by the contractor prior to its use.

8.0 APPENDIX C: SITE MAPPING

Please refer to Appendix C – Site Mapping Package, issued as a separate attachment to this Request for Quotations. Appendix C forms part of the RFQ documents and includes service locations, access information, designated snow-clearing areas, snow pile locations where applicable, and other site-specific information to be used in preparing the Quotation and completing the Work.