



REGIONAL DISTRICT
of Fraser-Fort George

INVITATION TO QUOTE

The Regional District of Fraser–Fort George invites written quotations for the following:

**Snow Clearing Services
Mackenzie Regional Transfer Station, Mackenzie, BC
ES-19-20**

Closing Date: November 18, 2019 at 2:00 p.m.

PART 1: GENERAL

1.0 Introduction

The Regional District of Fraser-Fort George invites written quotations from qualified contractors to provide Snow Clearing Services at Mackenzie Regional Transfer Station, Mackenzie, BC. The Contractor will provide personnel, supervision, labour, and heavy equipment to complete the Snow Clearing services specified in the Scope of Work contained herein.

Two (2) complete copies of your Quote must be submitted in a sealed package marked “**ITQ ES-19-20 Snow Clearing Services Mackenzie Regional Transfer Station, Mackenzie, BC**”

Quotations will be received until 2:00 p.m. local time, Monday, November 18, 2019 at the Regional District office, 155 George Street, Prince George, BC V2L 1P8. Qualified contractors must complete and submit the **Schedule of Prices, Conflict of Interest Disclosure Statement, Goods and Services Tax Information and List of Equipment**. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District.

Quotes submitted by fax, electronically, or not in the original Regional District format will **NOT** be accepted.

A **mandatory** site meeting will be held at **11:00 a.m., Tuesday, November 12, 2019** at the Mackenzie Regional Transfer Station, Mackenzie, BC for all qualified contractors wanting to submit a quote for consideration. Quotes from contractors who did not attend and remain for the duration of the mandatory site meeting will not be considered.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding an additional site meeting or providing individuals access to the Site.

Invitation to Quote documents may be obtained:

- a) In a PDF (public document format) file format from the Regional District's website www.rdffg.bc.ca;
- b) On the BCBid® website at www.bcbid.gov.bc.ca; or
- c) In hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. and 5:00 p.m., Monday through Friday excluding statutory holidays.

All subsequent information regarding this ITQ, including amendments, addenda and answers to questions will also be available as above.

The lowest, or any quote, will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Quotes. Quotes submitted by fax, electronically, or not in original Regional District format will NOT be accepted. Late quotes will not be accepted and will be returned to the Contractor.

It is the sole responsibility of the bidder to ascertain that they have received a full set of the ITQ documents. Upon submission of their quote, the bidder will be deemed conclusively to have been in possession of a full set of the ITQ documents.

Quoted prices must remain in effect for thirty (30) days after the closing date and time.

All applicable taxes will be shown separately. The successful Contractor will be required to itemize taxes on all invoices submitted to the Regional District.

All inquiries relating to this Invitation to Quote must be directed to:

Anson Hardjojo, Environmental Services Solid Waste and Waste Diversion Coordinator
Regional District of Fraser-Fort George
Phone: 250-960-4400 / Fax: 250-562-8676
Email: anson.hardjojo@rdffg.bc.ca

2.0 Award of Contract

The Regional District intends to award this quotation based on lowest cost and compliance with the Scope of Work and all specifications herein.

The Contractor will provide the required documentation verifying required insurance coverage and WorkSafeBC coverage upon notification that the Regional District has accepted their quote and prior to the commencement of work.

The Regional District reserves the right to disqualify any quotation that fails to meet any requirement of this Invitation to Quote.

A purchase order issued to the Contractor will indicate acceptance of their quote. No work will proceed without a purchase order issued by the Regional District.

The Regional District reserves the right to not award this quotation, at its sole discretion.

3.0 Regional District's Right to Reject Quotation

The Regional District reserves the right to reject any and all Quotes; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in Quotes, reject any and all Quotes, or accept the Quote deemed most favourable in the interests of the Regional District.

No bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a quote, a bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its quote for matters relating to the Agreement or in respect of the competitive process, and the bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the bidder.

If a Quote contains a defect or fails in some way to comply with the requirements of the Invitation to Quote Documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the Quote.

The Regional District reserves the right to reject a quote based on potential or perceived conflict of interest on the part of the bidder. Without limitation, the Regional District reserves the discretion to reject any quote submitted by a bidder, where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that bidder) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District
- b) in the case of a quote submitted by a bidder who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District

When submitting a quote, the bidder is required to complete a Conflict of Interest Disclosure Statement (page 9).

The Regional District reserves the right to reject any Quote submitted by a bidder that is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being quoted.

4.0 Insurance

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL), written on an occurrence-based form, in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanked Contractual, and Cross Liability.
- ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.
- iv. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined.

5.0 WorkSafeBC

Prior to undertaking any of the Work in this Contract, the Contractor will provide the Regional District with their WorkSafeBC Number and will pay and keep current all assessments required by WorkSafeBC in relation to the Contract amount. The Contractor will provide a clearance letter from WorkSafeBC to the Regional District prior to commencement of the Work.

6.0 Occupational Health and Safety Plan

The Contractor will maintain an Occupational Health and Safety Plan and provide a copy of such plan to the Regional District prior to commencement of work.

7.0 Indemnity

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officers, agents, servants, and employees from and against all actions, claims, demands of any kind, description and nature whatsoever arising out of or in any way connected with the fulfillment of its contract; and all such actions, causes of actions, claims and demands recoverable by any third party from the Regional District or the property of the Regional District, shall be paid by the Contractor. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, claims for demands, then the Regional District shall be entitled to recover from the Contractor all such damages, costs, fees or other charges together with any costs or expenses incurred in so doing from the Contractor.

8.0 Provisions for Termination or Suspension of the Contract by the Regional District

In the event of the breach or non-performance by the Contractor of any of the covenants, conditions and agreements within this document, the Regional District reserves the right to terminate this Contract without notice.

9.0 Contractor's Termination of Contract

The Contractor shall have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the ITQ documents, within thirty (30) days from the specified date of payment, and fails to remedy such default within ten (10) days) of the Contractor's written notice to do so.

10.0 Regional District's Right to Correct Deficiencies

The General Manager, or his or her delegate, will complete periodic inspections of works and give the Contractor a copy of inspections and/or any deficiencies in writing.

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after written notice to the Contractor, or without notice if any emergency or danger to the Work or public exists, the Regional District may, without prejudice to any other remedy it may have, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies will be paid by the Contractor or may be deducted from monies payable to the Contractor.

11.0 Duration of Contract

The duration of the Contract will be from 12:01 a.m., December 1, 2019 to midnight, November 30, 2020. The Contract may be renewed on a period-by-period basis at the Regional District's discretion for up to two (2) years. Each period of renewal will be for a one-year period as per the Schedule of Prices at the tendered rates. The total contract duration will not exceed three (3) years.

12.0 Confidentiality

The Contractor will treat as confidential and will not, without the prior written consent of the Regional District, publish, release or disclose, or permit to be published, released or disclosed, either before, or after the

expiration or sooner termination of this Contract, any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of this Contract except insofar as such publication, release, or disclosure is necessary to enable the Contractor to fulfill their obligations under this Contract.

13.0 Ownership of Quotations and Freedom of Information

Quotes will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITQ. Each bidder should clearly identify any information that is considered to be confidential or proprietary information. Bidders are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including quotes, submitted to the Regional District become the property of the Regional District.

Payment

The Contractor may provide an invoice to the Regional District at the end of each four-week period during the term of the contract. The final invoice must be submitted within one week of the Contract completion date. The Contractor will identify taxes separately on each invoice.

The Regional District will inspect the work before making payment.

14.0 Payment Withheld or Deducted

The Regional District may withhold a minimum of 10% of the total payment due, or suspend or deduct the whole or part of any payment to the Contractor to the extent necessary to protect itself from loss on account of one (1) or more of the following:

- a) That the Contractor is not performing the Work satisfactorily.
- b) Where any defective or faulty Work or damage to the Regional District's facilities and equipment has not been remedied.
- c) In the event of damage to the Regional District's facilities, the procedure will be as follows:
 1. The Regional District will notify the Contractor.
 2. If the Contractor does not reply within twenty-four (24) hours, the Regional District will repair, to the manufacturer's specifications, and deduct the cost of the repair(s) from payment to the Contractor.
- d) Where there are affidavits (or an affidavit) of claim of lien, or liens (or a lien) filed, against the site and premises of which the Work is done or is being done, or reasonable evidence of the probable filing of such affidavits (or an affidavit) of claim of lien or of filing or registration of liens (or a lien).
- e) The Contractor will make good on any damage to the chain link fencing as a result of works carried out. Prior to starting works, an examination of the fencing will be done by the Regional District and the Contractor.
- f) Where equipment that is inoperable and where the Contractor fails to meet the Contract requirements for Supply of replacement equipment, the Owner may deduct the equivalent amount to the tendered Unit Rate on the Schedule of Prices during each scheduled day that the equipment is inoperable.

- g) Where the Regional District has corrected deficiencies under Article 10, Regional District's Right to Correct Deficiencies.
- h) The Regional District receives notification from WorkSafeBC that all required WorkSafeBC assessments have not been paid and are not in good standing for the period covering the Contract term.
- i) The work has not been completed to the satisfaction of the Regional District.

PART 2: SPECIFICATIONS

The Contractor will provide and operate heavy equipment. The Contractor will also provide the personnel, supervision, and labour to complete the Snow Clearing Services and any other general service as specified in the Scope of Work contained herein. The work includes removing snow from road surfaces and other identified areas and the removal of snow to dedicated snow partitioned areas.

Below are the current hours of operation of Mackenzie Regional Transfer Station:

Winter: November 1 – March 31	Summer: April 1 – October 31
Monday to Friday 9 am – 5 pm	Monday to Friday 10 am – 6 pm
Saturday and Sunday 10 am – 4 pm	Saturday and Sunday 10 am – 4 pm

Statutory Holiday Operating Hours: 10 am – 4 pm

The facility is CLOSED on Christmas Day and New Years Day

Scope of Work

1. The Contractor will, at his expense, pay for and supply all equipment and tools, labor and materials to complete the works as specified herein.
2. The Contractor will not interfere with the day-to-day operations of the facility while completing the work required.
3. The Contractor will be responsible for damage occurring to the above structures or any Regional District property as a result of snow clearing activities of the Contractor.
4. The Contractor will ensure that his work does not impede existing surface water drainage unless otherwise directed by the Regional District.
5. Only rubber-tired wheel snow clearing equipment (no pickup trucks and no skid steer loaders) will be considered for the purpose of this project. The machine will be equipped with a bucket for snow removal to designated snow partitioned areas and a grader to grade the roads of Dump Road. Tire chains are acceptable.
6. No track loaders will be allowed on any of the roads.
7. The Contractor will not undertake storage, maintenance or servicing of his equipment at the facility without the prior approval of the Regional District.
8. The Regional District accepts no responsibility for damage, vandalism, or theft of any of the contractor's equipment used or stored at the facility.

9. The Contractor will exercise good public relations while fulfilling their responsibilities under the Contract and will ensure that their employees do the same.
10. The Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.
11. The period of work is from the date of issuance of a Purchase Order to midnight November 30, 2020.
12. The contractor will make good on any damages made from their equipment during the operation of the equipment on the Mackenzie Regional Transfer Station site and along Dump Road at Mackenzie, BC.

Snow Removal

1. Snow clearing will include the entrance to Dump Road from highway, Dump Road and Mackenzie Regional Transfer Station site facility prior to the hours of operation of the facility noted above. Snow removal on Statutory Holidays will only occur if a request from Regional District staff is received by the Contractor.
2. Snow clearing at the Mackenzie Regional Select Landfill site will only occur if a request from Regional District staff is received by the Contractor.
3. A minimum of 5 cm of accumulated snow before 6:00 a.m. is required prior to removal. All cleared snow will be moved and hauled away at Contractor's expense.
4. **Snow is to be removed from the roads to designated snow partitioned areas at the Contractor's expense. Storage will not be allowed along Dump Road at any time. The Mackenzie Regional Transfer Station site facility has dedicated snow partitioned areas.**
5. Snow must not be cleared onto walkways, gardens, against buildings, equipment, fences, gates, hydrants, or blocking access to these areas.
6. The Contractor will be responsible for damage occurring to the above structures or any Regional District property as a result of snow clearing activities of the Contractor.
7. Only rubber-tired equipment will be considered for the purpose of this project. Tire chains are acceptable.

Security

1. The Contractor will be issued a gate key to allow for afterhours access to the Mackenzie Regional Transfer Station facility. The key will be used by the Contractor only for the purposes of providing snow clearing services.
2. The Contractor will ensure that the rear gate is closed and locked when finished providing snow clearing services during times outside the Mackenzie Regional Transfer Station's regular operating hours mentioned above.
3. Keys for Regional District vehicles will be provided to move vehicles for snow clearing. The keys will be returned to the Owner at the completion of the Contract period or when requested to do so by the Regional District.

Other

1. The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property caused by the Contractor, its subcontractor, employees, or agents during the performance of the Contract.

2. The Contractor will not undertake storage, maintenance or servicing of his equipment at the facility without prior approval of the Regional District.
3. The Regional District accepts no responsibility for damage, vandalism or theft of any of the Contractor's equipment.
4. The Contractor will exercise good public relations while fulfilling his responsibilities under the Contract and will ensure that his employees do the same.
5. The Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.

Damages

The Contractor will make good on any damages as set out in Part 1: General, Section 15 – Payment Withheld or Deducted

Schedule of Prices

		Price
1)	Snow Clearing of Dump Road and Mackenzie Regional Transfer Station Site	Price/service _____
	Lump sum price to provide all work, services and assurances required under Invitation to Quote ES-19-20 specific to snow removal at Dump Road and Mackenzie Regional Transfer Station site.	GST/service _____
		TOTAL/service _____
2)	Snow Clearing of Mackenzie Regional Landfill Site	Price/service _____
	Lump sum price to provide all work, services and assurances required under Invitation to Quote ES-19-20 specific to snow removal at Mackenzie Regional Landfill site.	GST/service _____
		TOTAL/service _____

WorkSafeBC Registration Number: _____

Signature of Authorized Person

Print Name

Title

Date

Conflict of Interest Disclosure Statement

PROCUREMENT PROCESS

ES-19-20 Snow Clearing Services
Mackenzie Regional Transfer Station - Mackenzie, BC

Bidder Name: _____

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Signature of Person Making Disclosure

Date Signed

Goods and Services Tax Information

The following must be completed:

Supplier: _____
NAME

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE NUMBER

FAX NUMBER

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

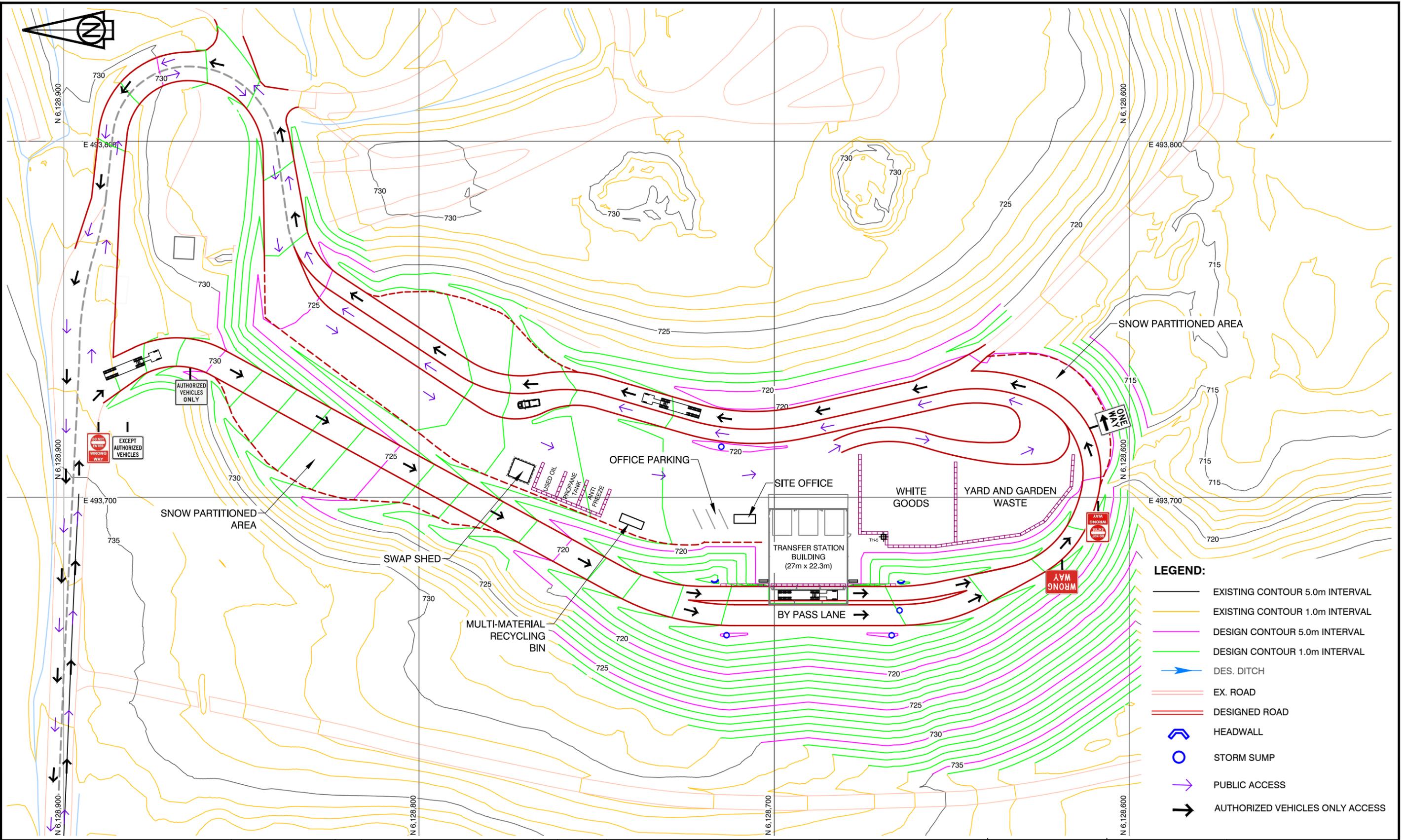
- Supplier qualifies as a small supplier under Section 148 of the legislation
 - Other: Specify _____
- _____

List of Equipment

The Contractor will list, model, make, year and size of equipment they propose to use to complete the Work herein.

Equipment Model / Make	Year	Size / Operating Weight

X:\PRJ\PRJ18\PRJ18043 - MACKENZIE REGIONAL LANDFILL TRANSFER STATION\06 - AUTOCAD DRAWINGS\REFITS GRADING - FINAL CONTOURS.DWG



LEGEND:

- EXISTING CONTOUR 5.0m INTERVAL
- EXISTING CONTOUR 1.0m INTERVAL
- DESIGN CONTOUR 5.0m INTERVAL
- DESIGN CONTOUR 1.0m INTERVAL
- DES. DITCH
- EX. ROAD
- DESIGNED ROAD
- ⌋ HEADWALL
- STORM SUMP
- PUBLIC ACCESS
- AUTHORIZED VEHICLES ONLY ACCESS

**SPERLING
HANSEN
ASSOCIATES**

Landfill Services Group
Landfill Siting
Design & Operations Plans
Landfill Closure
Environmental Monitoring

#8 - 1225 East Keith Road
North Vancouver, B.C. V7J 1J3
Phone: (604) 986-7723
Fax: (604) 986-7734

No.	DATE y/m/d	REVISIONS	BY	CHK'D	APP'D
B	2019/01/23	ISSUED FOR TENDER	BR	CC	MC
A	2018/12/14	ISSUED FOR REVIEW	BR	MC	TS

REUSE OF DOCUMENTS

This drawing is of a confidential nature and shall not be reproduced in any manner nor used for any purpose whatsoever except by written permission of Sperling Hansen Associates.

This drawing is not approved for construction unless it bears a signed and dated engineers stamp, affixed on or after the date of the last revision.

CLIENT:

**REGIONAL DISTRICT
of Fraser-Fort George**

DESIGN BY:	MC	SHA PROJECT #	18043
DRAWN BY:	BR	DATE ISSUED:	2018/10/25
CHECKED BY:	MC	HORIZONTAL SCALE:	1:1000
APPROVED BY:	TS	VERTICAL SCALE:	

ADJUST SCALE 50% FOR 34"x22" SHEET

MACKENZIE REGIONAL LANDFILL TRANSFER STATION		
TRAFFIC MANAGEMENT PLAN AND SIGN INSTALLATION		
DRAWING NO:	REV	SHEET
18043-1009	B	09