

VILLAGE OF RADIUM HOT SPRINGS

RADIUM FIRE HALL WINTER MAINTENANCE CONTRACT INFORMATION

1. Introduction:

The Village of Radium Hot Springs invites winter maintenance contractors to submit a quotation for the 2017/2018 winter season. A contract will be awarded to the contractor selected.

2. Overview of the Services to be Provided:

The term of the contract for Fire Hall winter maintenance will normally run from October 15th to March 31st in each given year.

The services to be provided include snow removal and abrasive salt sand and/or ice melt application to the driveway tarmac area fronting the Fire Hall apparatus bays, the access walkway, stairs and porch, rear parking area, and the side and rear walkways.

The service period for the contract shall be from 8:00 a.m. until 8:00 p.m. MST seven days a week. The contractor shall be responsible for winter maintenance inspections and must be available to perform services on an 'as required' basis, upon request.

The contractor will be expected to respond to each snow fall occurrence once accumulation reaches 2.5 cm in depth, with subsequent snow removal occurring at 8 cm intervals. Winter abrasive salt sand and/or ice melt shall be applied as required. The contractor will undertake reporting requirements related to fuel consumption for carbon emission reporting purposes.

The Fire Hall property should be considered a high priority for winter maintenance services, for firefighter safety, and, in the event the Fire Department must respond to an incident. Snow and ice should be deposited in locations as decided by the Public Works Superintendent.

The Contractor shall be responsible for inspections during snow fall events. During the service period the Contractor shall be available to respond to the Village of Radium Hot Springs' request to perform services as required, within one (1) hour of notification.

The Village shall supply the winter abrasive salt sand mixture, and shall determine the quantity to be applied. The Village will allow access to a storage area at the sand storage site for loading equipment. The Village will also supply ice melt.

3. Method of Payment for the Services:

Payment for services shall be of two types:

- (a) Per full service event (to include snow removal, winter abrasive application and ice melt application).
- (b) Per hour rate (for ice melt application, usually in response to thaw freeze events).

4. Deadline for Submissions:

Contractors who are interested must submit a completed "FIRE HALL WINTER MAINTENANCE QUOTATION SHEET" to the Village of Radium Hot Springs, 4836 Radium Boulevard, PO Box 340, Radium Hot Springs BC, V0A 1M0 no later than 4:00 p.m. (MST) on Thursday, November 16th, 2017.

No fax or electronic submissions will be accepted.

All inquiries should be addressed to:

Bruce Zwiers

Bruce.Zwiers@radiumhotsprings.ca

250-342-7483

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5. Fire Hall Winter Maintenance Bid Selection Criteria and Process including Negotiations:

The lowest or any quotation will not necessarily be accepted. The Municipality reserves the full right, in its sole discretion and according to its own judgment of its best interest, to reject any and all quotations.

The experience and performance of the contractor will be considered, based upon staff review and the references provided. Criteria for award or rejection of the quotation may include, but not be limited to the following: stated prices, total cost implication, compliance with specifications, references, and past performance.

Quotations will be opened and reviewed by staff in a closed meeting that will not be open to the public. The Village will notify the unsuccessful bidders.

Bidders are cautioned to carefully read and follow the procedures, terms and conditions required by this invitation, as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. However the Municipality reserves the right, at its sole discretion, to waive minor irregularities and defects in a submission, and proceed with that bidder.

Except as expressly and specifically permitted in these instructions, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this invitation, and by submitting a quotation each bidder shall be deemed to have agreed that it has no claim.

When a contract has been awarded as a result of negotiations, information regarding the specific negotiations may be confidential between the two parties, and subject to the *Freedom of Information and Protection of Privacy Act*.

The successful contractor shall be required to carry not less than one (1) million dollars General Liability and Property Damage insurance, naming the Village of Radium Hot Springs as an additional insured.

The successful contractor shall be required to show evidence of WorkSafe BC compliance by providing a 'clearance' letter issued by WorkSafe BC.

Tour of Facility

Municipal staff will make themselves available for a tour of the facility to discuss the contract and services expectations.

Radium Fire Hall
Tuesday, November 14th @ 10:00 a.m. MST.

Please RSVP to Bruce Zwiers: Bruce.Zwiers@radiumhotsprings.ca

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FIRE HALL WINTER MAINTENANCE QUOTATION SHEET

Company (or Individual) Name: _____

Address: _____

Contact # _____ Email: _____

WorkSafe BC Employer # _____

Price quotation per service event (taxes excluded): _____

Price quotation per hour rate (taxes excluded): _____

Provide details of the equipment (with dates of manufacture) that will be provided to perform the contract.

Identify the key personnel proposed for the project including information regarding experience and qualifications.

Provide references for current and past winter maintenance contracts undertaken including a description, term of contract, and owner name and phone #.

Authorized Signatory

Date

Print Name