



Invitation to Tender

2021 Snow Dump

INVITATION TO TENDER

TOWN OF EDSON

2021 Snow Dump

This Tender package is for provision of all the manpower, equipment and materials associated with the above-noted service to be provided to the Town of Edson for the period of 2021 – 2024, 3 calendar years. **Work to be completed on request.**

The successful bidder of this Tender will be the Prime Contractor responsible for all roles and responsibilities associated with this designation for these services and work should they employ the services of any sub-contractor(s) for this work.

See this link for reference purposes:

<https://open.alberta.ca/dataset/08e59b06-81f4-4bb2-b923-ac171a89c6f0/resource/20a89530-214d-483d-ad2e-512ea9bfd8b0/download/ohs-prime-contractors.pdf>

The Town of Edson reserves the right to accept or reject any or all Tenders received and to accept the Tender deemed most favourable in the interest of the Town.

INSTRUCTIONS TO BIDDERS

1. Bid documents are available at <https://edson.bidsandtenders.ca>. You can preview the bid documents with a “Preview” watermark prior to registering for the opportunity. Documents will not be provided in any other manner.
2. Bidders shall have a Bidding System Vendor account and be registered as a Plan Taker on our platform for this opportunity which will enable the Bidder to download the Bid Call Document, to receive addenda email notifications and download all documents without the watermark “preview” on them.
3. All additional limitations, factors or alterations that affect the conditions of the Bid shall be clearly stated in the submission.
4. Questions related to this Bid are to be submitted to the Purchasing Representative through the Bidding System only by clicking on the “Submit a Question” button for this specific bid opportunity.
5. Bids must be complete, and the Agreement signed by the Bidder with the business address and contact information. The Signing of the Agreement constitutes an offer, and as such, shall be done by a duly authorized official of the Bidding Company.
6. Electronic Bid submissions only shall be received by the Bidding system. Hardcopy submissions are not permitted.
7. Bidders are cautioned that the timing of their Bid Submissions is based on when the Bid is received by the Bidding System, not when a Bid is submitted as Bid transmission can be delayed due to file transfer size, transmission speed...etc.
8. It is recommended that the Bidder allot sufficient time to complete bids and resolve any issues that may arise.
9. The Closing time and date shall be determined by the bidding System’s web clock.
10. Bidders should contact bids & tenders support listed below at least twenty-four hours prior to the closing time and date if they encounter any problems.
11. The bidding system will send a confirmation email to the bidder advising that their bid was submitted successfully. If you do not receive a confirmation email, contact bids & tenders support at support@bidsandtenders.ca.
12. Late Bids are not permitted by the Bidding System.

13. To ensure receipt of the latest information and updates via email regarding this bid, or If a Bidder has obtained this Bid Document from a third party, the onus is on the Bidder to create a Bidding System Vendor account and register as a Plan Taker for the bid opportunity.

14. Bidders should submit their Bid in .pdf format to the online Bidding Platform.

15. Bids should include:

- a. Completed Bid form with all information and signatures.
- b. Proof of current WCB Coverage
- c. A certified insurance certificate as described.
- d. A valid Certificate of Recognition (COR)

16. Schedule

Activity	Date	Time (Alberta Time)
Issuance of Tender	Sept 14, 2021	12:00
Deadline for enquiries (appendix A, section 5.0 (c))	Oct 7, 2021	14:00
Tender Closing Date	Oct 15, 2021	14:00

17. Evaluation of Tenders

Evaluation Criteria	Percentage of the total
Previous Experiences, Quality of Service, and references	40%
Cost – Equipment, setup and delivery, Total Cost	60%

- a. Bids will be evaluated based on criteria and weightings.
- b. Town evaluation team will assign Ratings at their discretion.
- c. Rating Explanation
 - i. 5 Excellent Exceeds requirements / adds value.
 - ii. 4 Above Average Exceeds minimum requirements.
 - iii. 3 Average Meets minimum requirements
 - iv. 2 Below Average Falls short of expectations
 - v. 1 Poor Fails to meet minimum requirements.
 - vi. 0 Non-Responsive Did not attempt.

TOWN OF EDSON – 2021 Snow Dump
(the above must appear on all packing slips, bills of lading, invoices and all
correspondence)

Between:

The Town of Edson
Box 6300
Edson, AB. T7E 1T7
(hereinafter referred to as the "TOWN")

AND

(hereinafter referred to as the "Contractor")

Name of the Contact person for the Contractor: _____

Telephone number of the Contractor: _____

GENERAL TERMS AND CONDITIONS

1. The duration of this contract shall be from Oct 16th, 2021, until April 16th, 2024.
2. This contract will include the option of 2 additional 1-year extensions, at the option of the Town who will provide 90 days' written notice of its intent to extend the contract.
3. All products and services are guaranteed for 120 days.
4. The contract shall be limited to actual supplies ordered and delivered or services performed.
5. All products are priced F.O.B. Edson.
6. No order for supplies and services will be processed without an authorizing payment number (IPA). A copy of these IPAs will be provided to the Contractor by the Town for each order placed. Deliveries will not be made without quoting an IPA number.

All invoices will be forwarded to the Transportation Manager at sams@edson.ca and must quote TOWN OF EDSON – 2021 Snow Dump and the IPA reference number.

7. No Changes in the percentage discounts noted in this contract may be made during the term of the contract. Increases or decreases to specific prices detailed herein resulting from fluctuations in prices and/or freight rates shall only be

authorized by formal amendment to the contract upon satisfactory proof in writing to the Transportation Manager that such fluctuations have resulted in increased or decreased cost to supplies to the Contractor named.

8. The Town agrees to pay all invoices net 30 (thirty) days or pay interest on the outstanding invoices at 1.5% monthly thereafter on any overdue amounts.
9. The Town reserves the right, providing due notice, to terminate this Agreement for unsatisfactory service, supply, related reasons, or default under any condition in this agreement. The Contractor shall not have any further claim resulting from such notice of termination
10. All prices indicated within this Tender shall not include the Goods and Services Tax (GST). The GST will be added on the invoice at time of purchase.

SPECIFIC TERMS & CONDITIONS

A. SCOPE OF WORK

1. The contractor will assume the role of Prime Contractor when working within the Snow Dump facility.
2. An operator will be on standby to perform snow dump site maintenance from October 16th – April 16th of each year. Workload is dependent on Weather conditions; operator must be available when the weather or Town of Edson snow clearing operations dictates.
3. Provide D6 dozer, with an operator and additional equipment to facility scope of work.
4. Perform operations at the Edson snow dump facility located on 6th Ave & 57th Street as required. Remotely monitor the condition of the site, pushing snow when required to obtain maximum storage capacity and to facilitate new deliveries. Site maintenance performed in accordance with the Snow Dump Code of Practice issued by the Town of Edson.

Unknown quantities:

	<u>PRICE (provide total)</u>
Hourly Rate for equipment and operator	\$ _____
Any additional costs	\$ _____
All Travel or mobilisation costs if applicable	\$ _____

** DO NOT INCLUDE GST **

If this form is not completed properly the quote may not be accepted.

B. REFERENCES:

Provide 3 recent municipalities for whom you have performed similar services including contact information, description of work, contract stipulated completion date and actual completion date.

Municipality	Contact information	Description of work	Contract completion date	Actual completion date

C. GENERAL

1. The Contractor agrees to indemnify and save harmless the Town from all actions, suits, claims and demands, costs and damages arising by reason of injury or death to any person, or damage to any property, resulting from the services performed in accordance with the terms hereof.
2. The Contractor further agrees at his own expense to keep in force during the terms hereof, an insurance policy in the amount of Two Million Dollars (\$2,000,000) inclusive for property damage, public liability, and a sudden and accidental environmental endorsement and to provide to the agent of the Town a copy of the policy as evidence of same. Each policy shall contain a clause stating that: this policy will not be cancelled or materially changed without the insured giving at least fifteen (15) days notice by registered mail to the owner. Certified copies of insurance policies shall

be provided to the Town of Edson by the Contractor with their Tender submission.

3. The Contractor agrees at his expense to have all his personnel covered under the provisions of the Worker's Compensation Act for the Province of Alberta and to make all such necessary payments and deductions as may be required to be made or paid by any government agencies, departments, or services as are required or authorized to be made by an employer. A Certificate of good standing with WCB shall be provided to the Town of Edson by the Contractor with their Tender submission.
4. A Certificate of Recognition (COR) validating the Contractor's safety program must be provided to the Town of Edson by the Contractor with their Tender submission.
5. The Contractor agrees that all services shall be performed by ethical and fully trained personnel.
6. The Town of Edson may ask at any time for a criminal record check on Contractors employees.
7. The Contractor shall submit the list of names at the Towns request of the personnel who will be performing the services to this contract. The Contractor shall provide the Town of Edson a written notice when there is a change in personnel.
8. Sam Shine, Manager – Transportation will be the Town's primary contact person and can be reached at (780) 728-5056.
9. The Contractor must be in possession of a current business license with the Town of Edson.
10. Contractor must go through the Town of Edson contractor safety manual and orientation.
11. The Contractor hereby assumes the role and all associated responsibilities as Prime contractor for all work and activities associated with this service agreement should one or more sub-contractors be hired to perform any or all work.

SIGNATURE BLOCK

The Offeror by their signature confirm that this offer is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person submitting a Tender for the same work.

The undersigned parties agree to comply with all terms and conditions of this Standing Offer Agreement.

Offered by: _____

Signature
Title and Name
Company Name
Date

Accepted by: _____

General Manager,
Infrastructure & Planning

_____ Date for the Town of Edson

This service agreement is not valid until signed by the Offerer and Acceptor.

